



Network Manager
nominated by
the European Commission



WIND User Guide

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WIND User Guide

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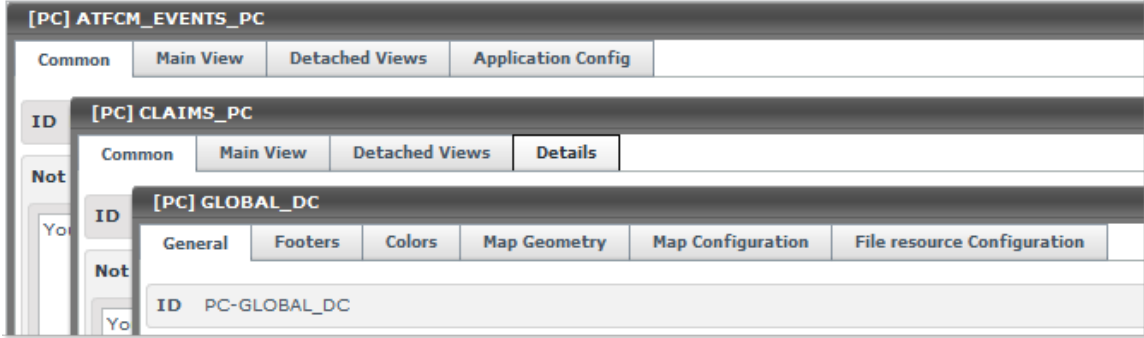
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2 Changes and Updates

Document Version: 2.0

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Last Update: 26/06/2015

Date	Section	Detail	Link
21/04/2015	Headline News	Section removed	
04/12/2014	How to...	Headline News section updated	go ('Headlines News - Step by Step' in the on-line documentation)
01/12/2014	-	Crisis Management added	-
11/08/2014	MEASURES	Section moved to regular Help Package	-
26/06/2014	NET	Section moved to regular Help Package	-
06/05/2014	-	Addition of EVITA	-
22/03/2014	-	Addition of NET and MEASURE Editors	-
10/02/2014	-	Headline News - Step by Step	go ('Headlines News - Step by Step' in the on-line documentation)
18/07/2013	-	Global review & update	-
03/03/2011	Best Practices	Section added	go (Section 4.1.5.3)
15/02/2011	-	CFMU 15 adaptation	-
18/05/2010	How To...	Headline News Movie added	go ('Create a Headline News' in the on-line documentation)
14/05/2010	Headline News	Section reworked	go ('HeadlineNews' in the on-line documentation)
05/05/2010	-	Major update starting, to reflect WIND 2.0	-

2.1 Download the Manual

 Download **here ('WIND-User-Manual.pdf' in the on-line documentation)** the most recent pdf version of the **WIND USER MANUAL**.



The online HTML version of the WIND Help will be maintained and kept up to date on a regular basis. The pdf manual, on the contrary, will only be generated on more important revisions.

As a result, the pdf version (and the material printed from it) can be potentially outdated by the time you wish to use it.

Whenever in doubt, please always refer to the online version for the most recent information.

3 EVITA

3.1 VAAC Forecasts Publication

VAAC_Forecasts_Publication

3.2 Danger Areas Publication

//

4 WIND

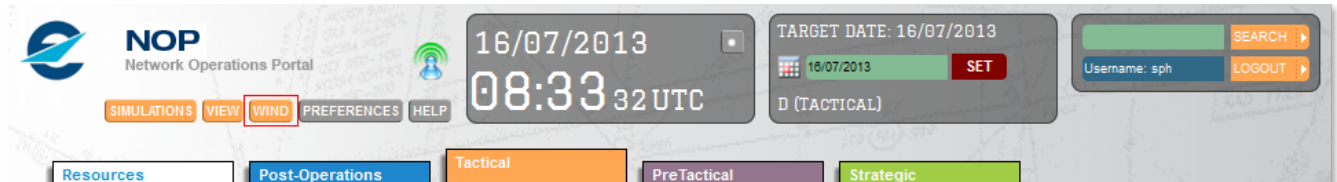
4.1 The Wind Editor

The Portal is updated through the **WIND** (Web Interface for **NOP** Data) application.

Access to the **WIND** is profile dependent.

 As a result, not all users will have the **WIND** button (and its companion **VIEW** button) visible and/or working.

The editing functionalities of the Portal are accessible in the Main View of the Portal, by clicking the **WIND** button located in the Header:



WIND gives editing facilities to the content of the Portal **not coming from the CFMU Back-End Systems**.

4.1.1 Data editable in WIND (with the appropriate administrative rights)

Data generated and editable in WIND can be either of Content Type or Configuration Type, and we give you some examples below:

Configuration Type

1. Global Portal features and content such as
 - color scheme for the alert levels, the events, ...
 - footer text, including the Disclaimer
2. Title and visibility (depending on the phase) of the **Portlets**;

 The **Configuration Type** entities are grouped in the **PC** folder, which only administrator can access.

Content Type

1. Text content (including image thumbnail and hyperlinks) of the Portlets;
2. Content and visibility (depending on the phase and/or on the WEF/TIL values) of some of the displayed entities, such as
 - NM News,
 - Scenarios,
 - Events,
 - Reports,
 - ...;

 Access to the content is based on your user profile - this means that with your specific profile you may not be able to modify some of the documents.

4.1.1 Document <> Entity

WIND manipulates collections of data arranged in individual containers called **Entities**, which are in turn stored in folders.

An **Entity** can be very simple, and only contain some text (like ACC); or very complex, and contain text, images, links to other entities and other documents, ... (like the Daily Plan).

A **Document**, in the context of the WIND Online Help and its derived WIND User Manual, is a set of data and information arranged in a structured way. The term is therefore not restricted to the usual perception of a physical item such as a sheet of paper, or its modern counterpart of electronic file.

Depending on the conceptual angle, we will be using the terms (WIND) **Entity** or (WIND) **Document** to express the

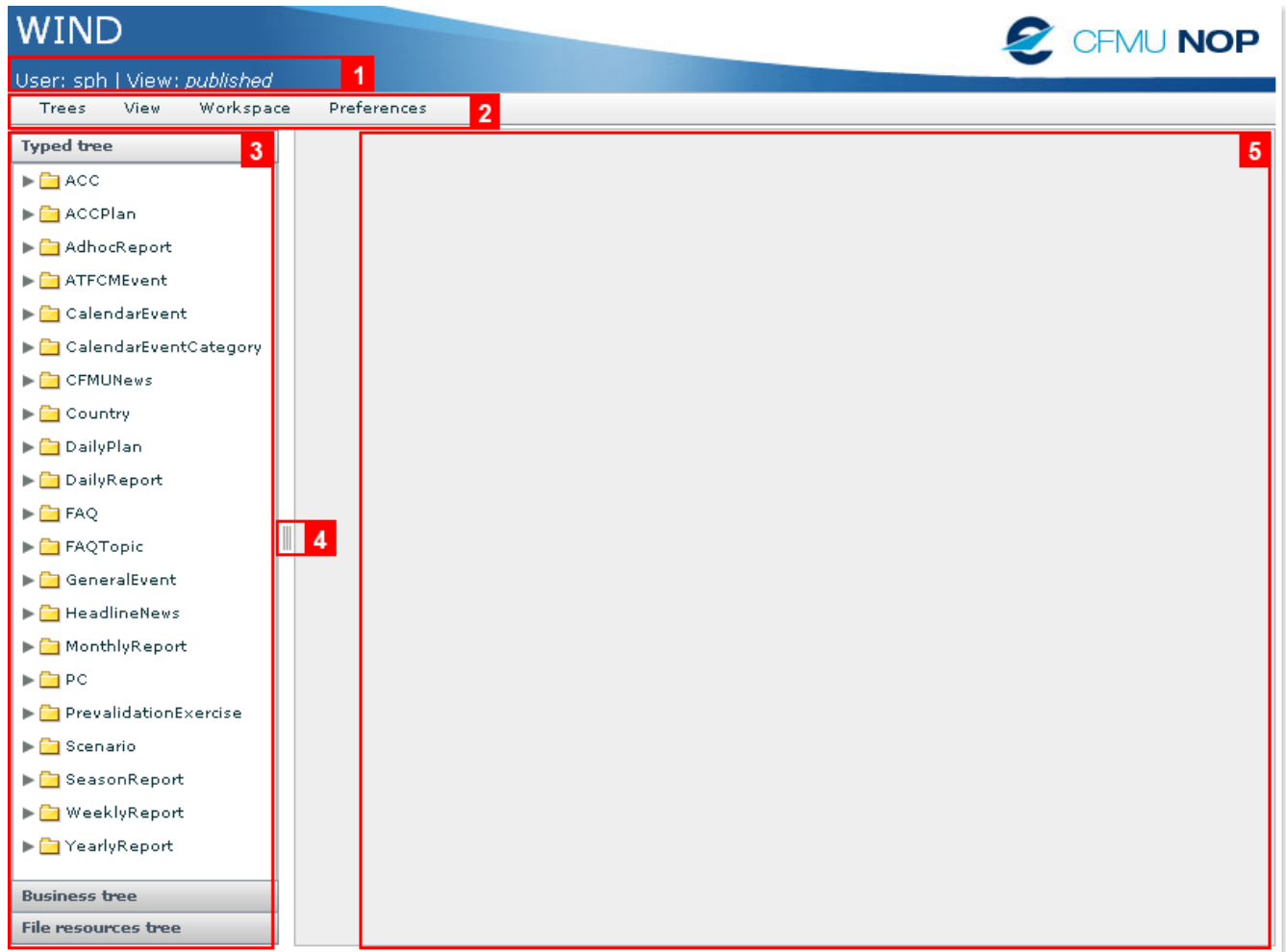
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same notion of 'structured data container'.

4.1.2 Presentation

The WIND editor opens in a new browser window (or browser tab, depending on your browser make and configuration) containing the WIND Application.

By default, the WIND Editor opens as shown below:



4.1.2.1 1 User & View

The **User** field displays the username with which you have logged in to the Portal.

The **View** field tells you which view is currently selected. By default, if you will not already have created a new View or opened an existing one, it will be set to '*published*'. This means that the WIND content is displayed to you as it is currently published on the Portal.

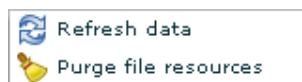
The View concept is developed **here (Section 4.1.3)**.

4.1.2.2 2 Menu Bar

The Menu Bar proposes different means and options to interact with WIND: **Trees**, **View**, **Workspace** and **Preferences**.

Trees

The **Trees** menu reveals two commands, **Refresh Data** and **Purge File Resources**

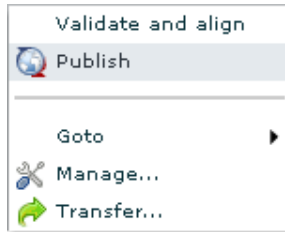


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- The **Refresh Data** command will cause the window to reload and display any changes occurred to the status of the elements displayed in the current tree.
- The **Purge File resources** command will remove all unused external elements (pictures, documents, ...) present in the **File resources** folders that are not referred to or linked to from any WIND entity

View

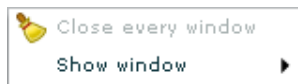
The **View** menu reveals five commands, **Validate and align**, **Publish**, **Goto**, **Manage...** and **Transfer...**



Get more details on these commands [here \(Section 4.1.3\)](#).

Workspace

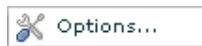
The **Workspace** menu reveals two commands, **Close every window** and **Show window**.



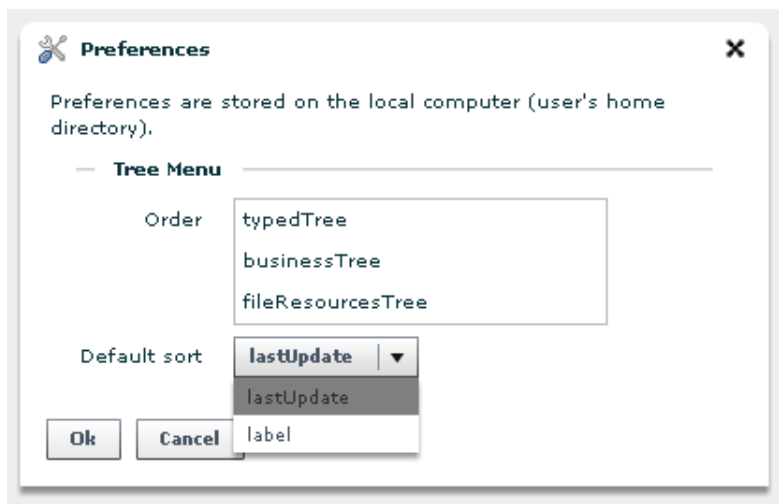
- The **Close every window** command causes all windows opened in the Main Display panel to close simultaneously.
- The **Show window** command will display the list of all (if any) windows opened in the Main Display, allowing you to select which one you wish to have on top of the others - typically to view or edit its content. This is of course of special interest when you have opened several windows in the same view.

Preferences

Lastly, the **Preferences** menu reveals a single command, **Options...**



The **Options** command opens the dialog window shown below, where you can define the preferred order in the Tree menu, as well as the default sorting order within the trees:



To modify the order of appearance in the **Tree Menu**, drag a selected item and drop it to its desired position.

You can change the Default sort between the **lastUpdate** and **label** - or more simply expressed, by date or by name.

Note: the **Preferences** settings will be stored on your computer - they are not part of your profile and will therefore not be taken into account if you log in from a different computer.

4.1.2.3 **3** Navigation Tree

The **Navigation Tree** is divided in three 'Accordion' type sections, each one with its own purpose:

1. The **Typed tree** groups all the WIND entities by type - this is the 'logical' way the Portal content is grouped. However, you might not wish to see all of these elements, or see them in another way better fitting your own needs...
2. ... and this is the purpose of the **Business tree**, allowing you to organize your own WIND entities in your own way,

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inside your own folders and subfolders.

3. Lastly, the **Files resources tree** holds all the resources (images, imports of all sorts, ...) in a structured file system. Here also, you can create your own folders and subfolders, import and manage external files to be used within or linked to from the Portal.

4 Resize Handle

Drag the **Resize Handle** left or right to expand or narrow the Navigation Tree.

4.1.2.4 5 Main Display

This is where the WIND entities will open.

4.1.3 The View Concept

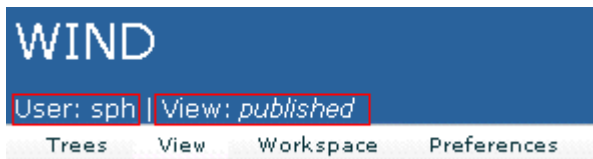
The view concept is at the very heart of the WIND. It allows you to create and manage any number of 'recordings' of actions, which are stored in identified working spaces called **Views**.

A view can therefore keep changes made to the **Business tree** or to the **File resources tree**, changes made to existing documents and of course newly created documents.

This allows you to use a given view to organize your work, create content and make all the necessary changes until the material is ready to be published. More importantly, it allows you to privately monitor how your changes would appear on the Portal, by generating a page mixing the actual NOP content and your own contribution.

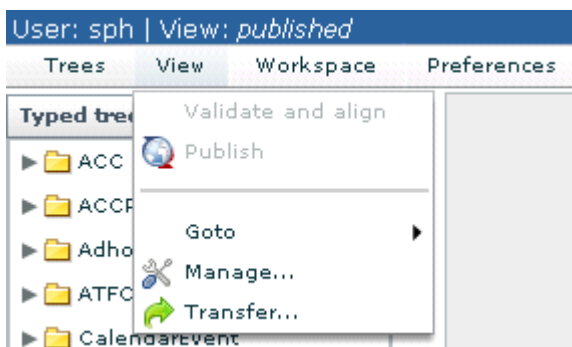
4.1.3.1 Managing Views

As you initiate a WIND session and open the **WIND Detail** window to start working, this is how the header looks like:



The **User** field tells with which account you are logged in to the Portal, and the **View** field indicates the currently set view - by default, it will be the *published* view, containing all the elements and structure of the published NOP (in other words, the Portal as it is seen by the public).

The View Menu



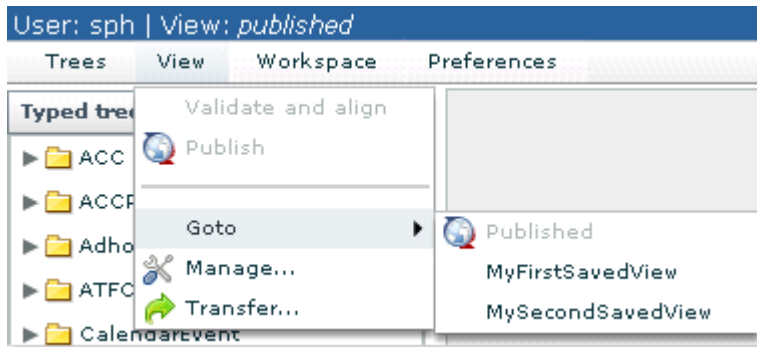
By default, the **View** menu proposes the commands as shown above, with the **Validate and align** and the **Publish** command greyed out (not available) since, by default, there is nothing new to validate or publish at this stage.

You can now either go to a previously created View, create or delete a view, or even transfer a view to someone else's account to allow that person to work on the changes you made.

The Goto command

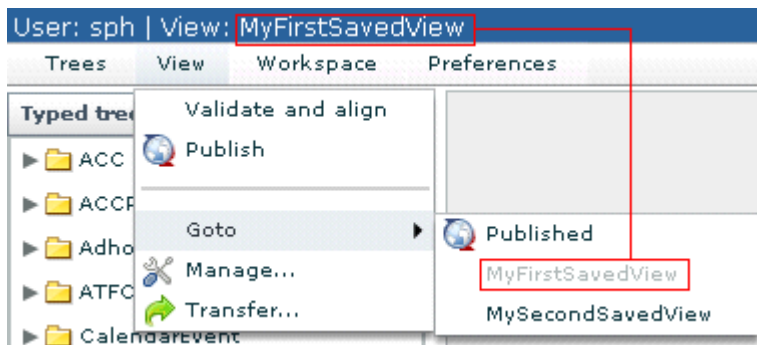
In the below example, three views are proposed to you (you can have many more):

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1. **Published** - not available at this time since the selected view is already set to *published*
2. **MyFirstSavedView** - a previously created view
3. **MySecondSavedView** - another example

If you select, for example, the MyFirstSavedView to activate it, this is how the **Goto** options do look like:



As you can see, the active view is now MyFirstSavedView: it is displayed in the blue header and greyed out in the proposed **Goto** options.

The Manage Command

Clicking on the **Manage** command opens the **View Manager**:



The **View Manager** allows you to set (select) an existing view, create a new one, or delete any of the views created using the account with which you are logged in:

- **Set the Current View:** select the desired view to activate from the drop down list and click on the **Set** button;
- **Create a new view:** type in the name of your choice for a new view and click on the **Create** button;

Because the name of a View can only contain alphanumeric character, any other keystroke (space bar, special character, ...) will be skipped by the system as you type in.

Caution: When you publish a view (this step is described in the **Publish (Section 4.1.7)** section), ALL ITS CONTENT is going live, regardless of its completion state. It is therefore recommended to name your views after the type of content or intended action (i.e. 'draft' 'forMonday', ...) and

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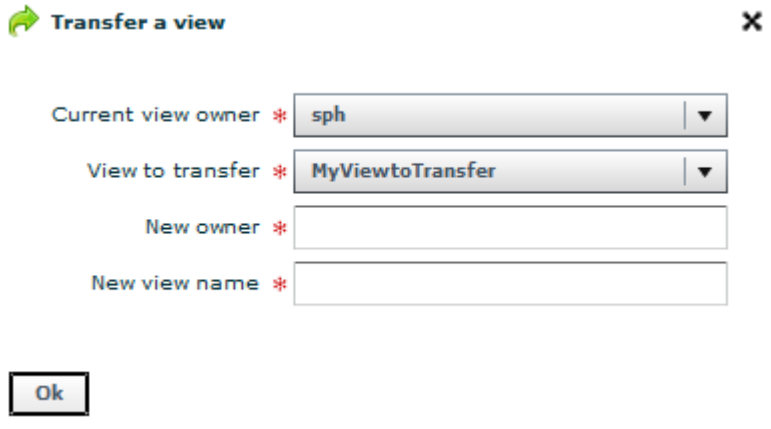
manage them carefully to avoid the unwanted publication of unfinished work.

- **Delete a View:** select the desired view to remove from the drop down list and click on the **Delete** button.

 **NOTE:** Failing to **Create** and **Set** a view before opening documents for edition will not prevent the operation. A new session will be automatically created and set for you, and named after your *username* appended with a time stamp (example: **testUser_2011_02_15_18_07_07**). It is however recommended to create your own, with a meaningful naming convention reflecting its purpose.

The Transfer Command

This enables you to select and **Transfer a View** from a given owner (the user with which the view was created) to another user.



The dialog box titled "Transfer a view" contains four fields, each with a red asterisk indicating it is required:

- Current view owner ***: A dropdown menu with "sph" selected.
- View to transfer ***: A dropdown menu with "MyViewtoTransfer" selected.
- New owner ***: An empty text input field.
- New view name ***: An empty text input field.

An "Ok" button is located at the bottom left of the dialog.

The field labels are self-explanatory - simply fill in the form and click on the **Ok** button to execute the command.

Transferring a view can be very useful, as it allows you to:

- pass unfinished work to a colleague to resume,
- send your work for validation to a supervisor,
- unblock a situation where an absent user has left locked items which another user urgently needs to access.

 **Note:** You will need special privileges to transfer a view owned by another user than yourself.

4.1.3.2 Displaying Views

You may wish to monitor the progress on your work and check how your changes will look like in the Portal.

As a good practice, you will also want to give your changes a last look before publishing your work.

To do so, return to the header of the NOP and click on the **View** button:



This opens the **View selector**, from which you will set the view to display in the Portal:



The "View selector" dialog box shows the current view and allows selection of a new one:

- Current view:** A text field displaying "MyFirstSavedView".
- Select the view you want to set:** A dropdown menu with "MyFirstSavedView" selected.
- A **Set** button is located to the right of the dropdown.

For this example, we have selected for you the view **MyFirstSavedView** and clicked on the **Set** button. It is easy to check which is the view currently in use by clicking again on the View button in the header.

Continuing our example, this is how the **View selector** would now look like:

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This tells you that the current view is indeed **MyFirstSavedView** (in a red border above) - and enables you to either opt for another view, or revert to the published view and restore the Portal in its initial state.

This step is very important to perform a visual check of your data.

Another important step to take before publishing is now to **Validate and align** you changes against the system - this is detailed in the **Validate and align (Section 4.1.6)** section.

4.1.4 Quick Start

This **Quick Start** section can be used to rapidly get the basics about the WIND and start publishing - or as a refresher course for already trained WIND users.

4.1.4.1 1. Open a PUBLISH instance of the Portal

Neither the **Public Portal** or the **Protected Portal** will allow you to get access to WIND. You will need to go the a specifically dedicated URL:

<https://www.nm.eurocontrol.int/PUBLISH/gateway/spec/index.html>

4.1.4.2 2. Launch WIND

Click on the  **WIND** Button in the Header.

4.1.4.3 3. Open an existing View ...

In the Menu Bar, go to **View > Manage** and open the **View Manager**.

Select the desired view from the top pull down menu and click on the **Set** button from the **Set the current view** section.

4.1.4.4 4. ... Or create a new View ...

In the Menu Bar, go to **View > Manage** and open the **View Manager**.

Type the desired name in the **View Name** text field and click on the **Create** button in the **Create a new view** section, then click on the **Set** button in the **Set the current view** section.

4.1.4.5 5. ... Or just go and start editing

In cases where you choose to directly select an entity and edit it, without using an existing view or explicitly creating one, a new view is automatically created to store the changes you are about to make, named after your username and appended with a time stamp.

4.1.4.6 6. Prepare and upload the file imports (if relevant)

Click and open the File resources tree, locate the desired folder and right-click on it to create a new folder (if needed) and/or add a new resource in an existing folder.

4.1.4.7 7. Open an existing document ...

Method A - List Mode

Go now to either the Typed tree or the Business tree (depending on your working preference) and locate the document you want to edit.

Right-click on the desired document and choose one of the following actions:

1. **Copy Entity:** to clone an existing document and change some of its content
2. **Edit Entity:** to make changes in an entity while locking it from other users' alteration
3. **View Entity:** to view the selected document

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The **Delete Entity** command will, obviously, permanently remove the selected entity from the tree.

Method B - Table Mode

Locate the folder in which your document reside, right-click on its icon and select the "**Open list of xxx**" command (xxx being the type of item).

This will open the list of existing documents in a table. Locate and select (highlight) the desired document and select the desired command from the buttons (**View...**, **Add...**, **Delete...**, **Copy...**, **Edit...**, **Undo Changes...**) lined at the bottom of the table.



The **Delete...** button will, obviously, permanently remove the selected entity from the table.

4.1.4.8 7. ... Or create a new document

Method A - List Mode

Go now to either the Typed tree or the Business tree (depending on your working preference) and locate the folder in which you want to create a new document.

Right-click on the folder icon and select the "**Create new xxx**" command (xxx being the type of item).

Method B - Table Mode

Locate the folder in which your document shall be created, right-click on its icon and select the "**Open list of xxx**" command (xxx being the type of item).

This will open the list of existing documents in a table. Go to the bottom of the table and click on the Add... button to create a new document.

4.1.4.9 8. Save your work

The **Apply** button at the bottom of the Edit window will save the changes made to the document being edited - the **OK** button does the same, and in addition closes the Edit window.



These changes are stored in a temporary location, and linked to the profile and view used to generate them. They can be retrieved at any time during the same or another session, changed again, deleted .. or of course published on the live server.

Should you forget to save your changes, you will be prompted to do so when you close the Edit window.



The warning about unsaved work does NOT appear when you close the main WIND window. **Remember to save your work**, as there is no way to recover lost data.

4.1.4.10 9. Complete your session

Repeat steps 6, 7 and/or 8 at will until you have achieved your edition objective.

4.1.4.11 10. Check your data against the system

Go to the **View** menu and select the **Validate and align** command. This will run a technical check to validate the changes you made and result in a "0 errors found" messages if everything is OK - or some other message indicating the type of error encountered.

11. Verify your changes

Before publishing, you may also wish to make sure that the changes you are about to have copied to the live server are indeed what you intended to display, by means of a visual check.

Simply return to the header of the Portal and click on the **View** button - and select in a drop-down list from which of your views (there may be just one item listed there if you have created only one view) you wish to have the content displayed.



This step is **very important** and allows you to verify exactly how your changes or additions will look like without the need to publish on the live site - and therefore allowing you to modify or finetune your changes as long as necessary until ready to publish.

4.1.4.12 12. Publish

As no errors were encountered during the **Validate and Align** check, you can now safely click on the **Publish** command located in the **View** menu to publish your data in the NOP. As a result, the view used for making the changes is terminated, and removed from the list of available views. Should you wish to make another set of changes, you will have to either open an existing view, or create a new one.

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 A view may be kept open for any given time - you may in fact create several views and use them at will, from one day or working session to another, until you estimate your document is ready to be published.
Read more on the **View Concept here (Section 4.1.3)**.

4.1.5 Editing a WIND Document

Before any creation or modification of WIND Entity, you may wish to get a few basic facts on how documents are handled in the WIND interface.

4.1.5.1 The WIND File System

The WIND documents are represented by a  document symbol followed by a name (and followed, between brackets, by a usage status indication and by the last update date). A WIND document is also referred to as an **entity** - this is how it will be named in the different menus.

The WIND entities are grouped in logical collections, and for that purpose stored inside folders represented by the typical  folder icon.

As in most file systems, the folder can be either collapsed or expanded, to reveal its content (see illustrations below, with the CalendarEvent folder taken as example):

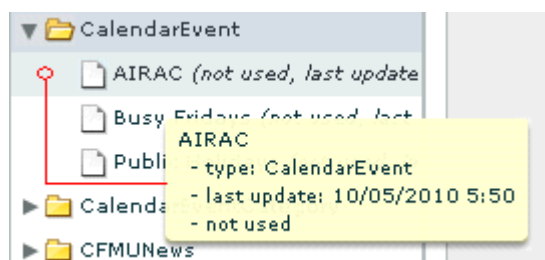
Collapsed Folder

 CalendarEvent

Expanded Folder

 CalendarEvent
 AIRAC (not used, last update: 10/05/2010 5:50)
 Busy Fridays (not used, last update: 10/05/2010 5:50)
 Public Holidays (not used, last update: 10/05/2010 5:50)

You can also move your mouse over the listed items to get a tooltip with a summary of the overflowed entity, showing its name, type, last update and usage status:



Entity status

Visual clues let you know the current status of an entity:

 FAVOURITES_PC (not used, last update: 13/03/2013 21:15)
 FLIGHTS_PC (locked by: gar, not used, last update: 10/04/2013 6:4)
 GENERAL_EVENTS_PC (not used, last update: 13/03/2013 21:15)
 GLOBAL_DC (locked in view: sph_2013_07_17_08_35_50, not used, last update: 10/05/2010 5:50)

A **padlock** icon next to the entity label indicates that it is currently being edited and therefore not available for edition, until it is released.

In addition to this, a color code further clarifies its status:

- Labels are set to **Green** when they are being edited by yourself, within the active view in which you are currently making changes.

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- They are set to **Orange** when edited by yourself - within any view other than the currently active one (and identified between parenthesis). You will need to return to this view in which the changes took place to resume your work.
- Labels are finally set to **Red** to indicate that the entity is being edited by someone else (identified between parenthesis).

 **Note:** The *last update* date and time indicated next to an entity status may be misleading - they firstly reflect the date and time of the last migration (internal procedure reserved to system administrators) and then, when relevant, the date and time of a content update (if posterior to the last migration).

Entity Title Bar

Once you have opened an entity, the **Title Bar** displays its Title (name), preceded for easier reference by the identifier of the collection to which it belongs:



Resize - Close - Move the Edit Window

The **Title Bar** also provides 4 buttons to automatically resize the Edit window:



-  **Minimize:** reduces the Edit window to its title bar - the opposite action to **Maximize**
-  **Maximize:** restores the Edit window to its original size - the opposite action to **Minimize**
-  **Full Screen:** stretches the Edit window to fill the available space
-  **Close:** closes the Edit window

Another way to manually resize the window is by means of the Resize Handle, located at the bottom right of the window, as highlighted below:



You can finally move the window with a standard drag-and-drop action on the title bar.

4.1.5.2 Viewing/Editing Content

There are two main methods to view or edit a WIND document - the **List Mode** and the **Table Mode**.

The List Mode

In the List Mode you will work in a way very similar to what you are used to do in your regular computing environment: open a folder, locate a document, and double-click on its name or icon, or right-click on its name or icon and select a command from the proposed contextual menu.

The Table Mode

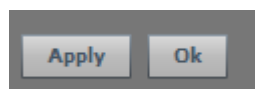
The Table mode is quite different, as it displays the content of a WIND folder in a table format.

To work in the Table mode first locate and select the target folder, right-click on its name or icon, and select the **'Open list ...'** command. The tables prove very useful for displaying and sorting long lists of documents, as you can drag the columns in your preferred sequence, and **sort (Section 4.1.5.4.7)** their content at will.

 The **Table** mode is also very useful to check if an entity is being **USED** - and where.

4.1.5.3 Saving changes

The WIND Editor provides two methods to persist the changes made to a document: the **Apply** and **Ok** buttons located at the bottom left of the window.



The **Apply** button will save the changes made to the document being edited - the **OK** button does the same, and in addition closes the Edit window.

 These changes are stored in a temporary location, and linked to the profile and view used to generate them. They can be retrieved at any time during the same or another session, changed again, deleted .. or of course

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published on the live server.

Should you forget to save your changes, you will be prompted to do so when you close the Edit window.



The warning about unsaved work does NOT appear when you close the main WIND window. **Remember to save your work**, as there is no way to recover lost data.

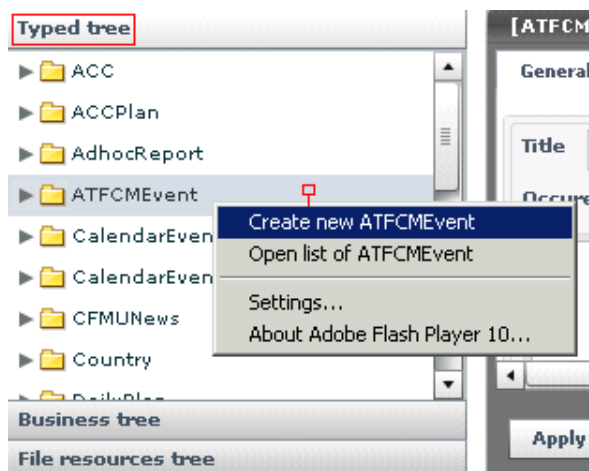
4.1.5.1 Create a new WIND Document

These are the typical steps to follow when you want to create a WIND document.

4.1.5.1.1 1. Create the Document

There are several ways to create a document - pick the one you like best:

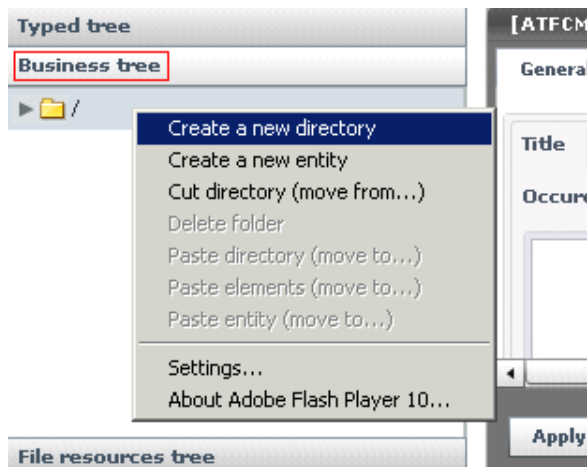
From the Typed tree



1. Locate the folder corresponding to the type of document you are about to create (in this example, **ATFCMEvent**)
2. Right-click on its name or icon
3. Select the **Create new xxx**" command (xxx being the type of item) from the contextual menu
4. goto step 2

From the Business tree

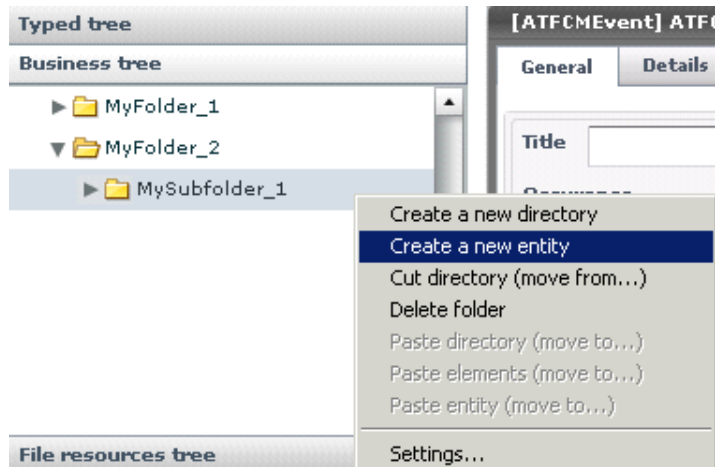
1. First create the folder(s) you will need to best organize your work with the **Create a new directory** command. You are totally free here so arrange your directories and files at your convenience - as you are free not to create any and place all your files in the root folder...



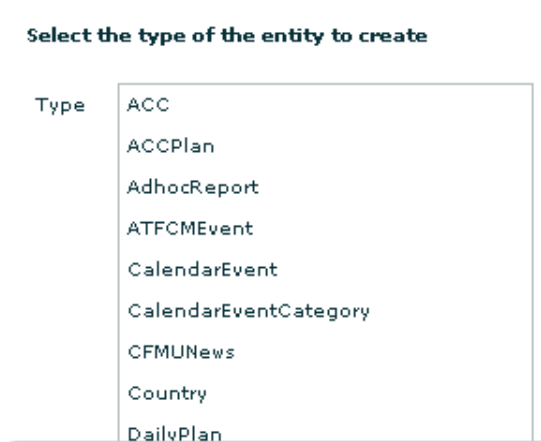
For this example we have created for you a **MyFolder_1** and **MyFolder_2** directories, as well as a **MySubfolder_1**.

2. Locate the folder in which you want a new document to be created and right-click on its name or icon and select the **Create a new entity** from the contextual menu:

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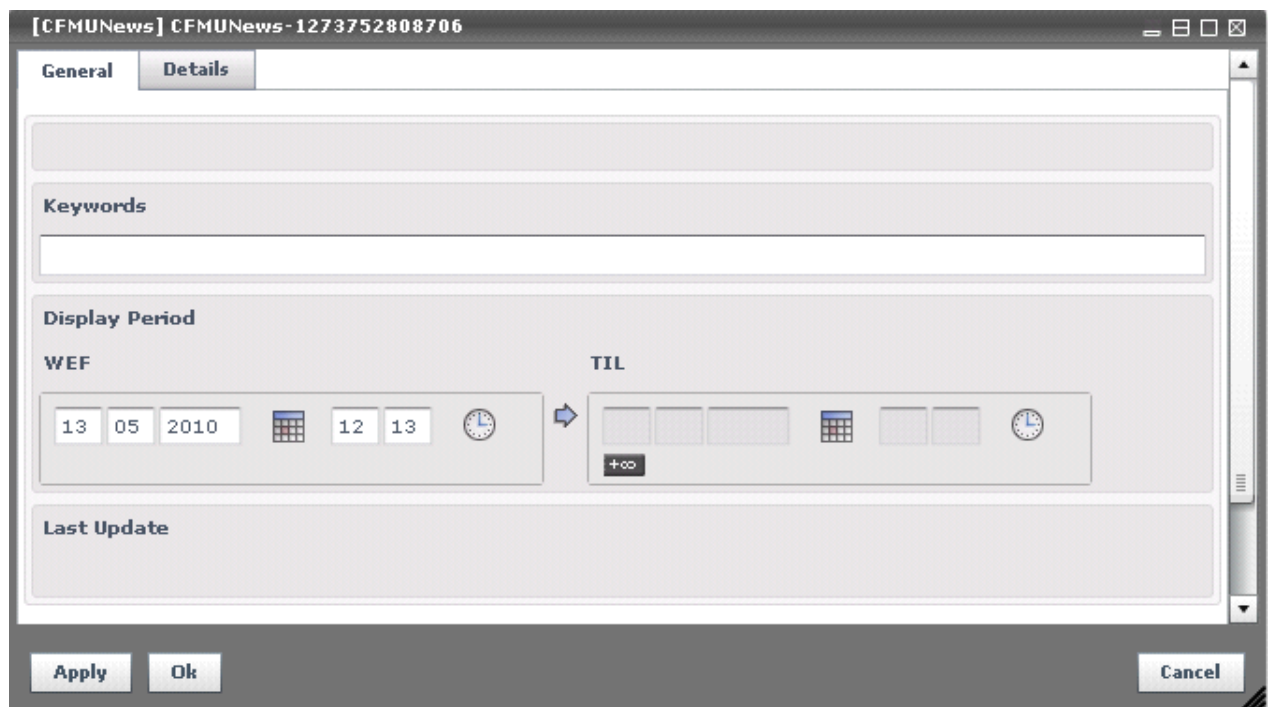


3. Select the type of document from the **Select the type of entity to create** list:



... and click on the **Ok** button to open a blank document Edit window of the corresponding type.

This is for example such a blank document of type **CFMUNews**:



You can see that most fields are empty - however some elements are configured by default by the system. Such is the case of the **WEF** argument in the **Display Period** panel, which is set to the date and time of the creation. You can of course manually change these values.

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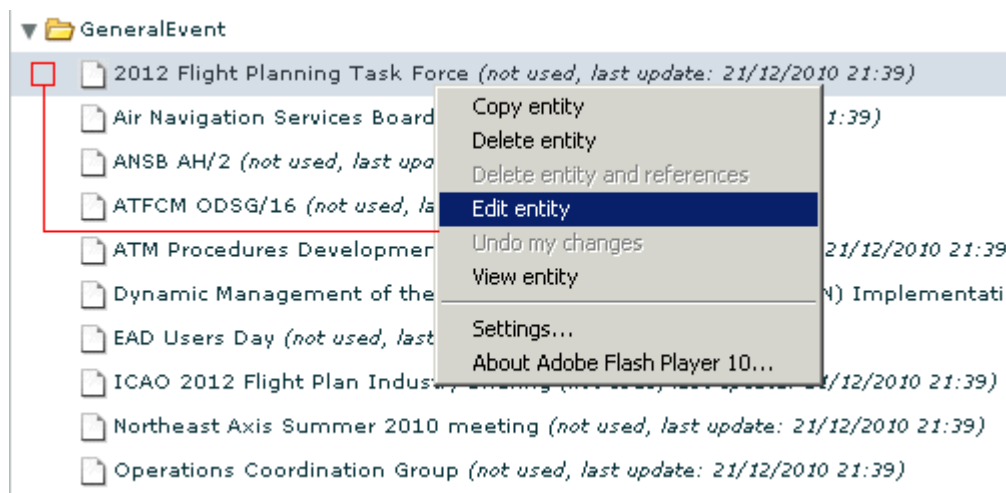
4. Configure and fill in the details - See in the **Editing Tools and Components (Section 4.1.5.4)** section how to make the best use of the WIND interface.
5. Save your document.

4.1.5.2 Modify an existing WIND Document

These are the typical steps to follow when you want to edit (modify) a WIND document.

4.1.5.2.1 1. Edit the Document

Select the document to edit (its name will be displayed against a grey background) and right-click anywhere on the highlighted line, then select the **Edit Entity** command from the contextual menu:



The selected document is now marked with a padlock icon and its name is printed in bold green, indicating to you (and to other WIND users) that this document is being protected from someone else's alteration:



Note: you can release a locked document by one of the following ways:

1. Select the **Undo my changes** command from the contextual menu obtained by a right-click on the document name
2. Publish the changes made

4.1.5.2.2 2. Open the Document

Opening a document is very simple: just double-click on its name or icon. You may alternatively right-click on its name or icon and select the **View entity** command from the contextual menu.

Note: You can edit an already opened document from its contextual menu, as above explained, without having to close it first.

This opens a document window featuring all the information and data related to the selected document.

4.1.5.2.3 3. Edit the Document

Depending on its type, a document window may be simple or very complex, offering various fields to fill in and options to select, grouped in a varying number of tabs.

The **Title**, **Display Period**, **Summary**, **Description**, **Keywords** etc. are common to most documents - and obviously less generic fields such as **Location**, **ACC**, **Criticality**, **Conditions**, **OffLoad Areas**, **Applicability**, ... are attached to very specific WIND documents.

Please refer to the sections below to get more details on how precisely use the WIND editing facilities:

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- **Tagged Text Editor (Section 4.1.5.4.1)**
- **Keywords / Search (Section 4.1.5.4.3)**
- **Display Period (Section 4.1.5.4.4)**
- **Set the Date and Time (Section 4.1.5.4.4.1)**
- **Content Link (Section 4.1.5.4.5)**
- **Content Item Usage (Section 4.1.5.4.6)**
- **Sorting Data (Section 4.1.5.4.7)**
- **Drag and Drop (Section 4.1.5.4.8)**

The **File Resources (Section 4.1.5.5)** section is also of interest to you, as it explains how to upload, download and manage files (images and other formats) into the WIND system to allow the documents to link to them.

4.1.5.2.4 4. Save the Document

4.1.5.3 Best Practices

This section compiles a number of proposed editing guidelines, aiming at a consistent and well-balanced Portal.

It will be updated every now and then to incorporate new additions. In this perspective, **feel free to submit your own suggestions**.

4.1.5.3.1 Portlet Titles Capitalization

Ensure that the Portlets' titles are typed in in a consistent way (in the wording of course) but also in the way letters and words are capitalized.

4.1.5.3.2 Simple rules to enter keywords

In order to simplify and alleviate the task of having to select and enter keywords for every single item presented via the Portal, WIND automatically parses (scans) the text (title, summary, description, etc.) you enter when creating / editing an item, removes insignificant words such as "a", "the", "in", "for" and tags the remaining words as keywords.

Should you wish to further enrich the list of keywords associated to your item, please consider applying the following rules:

- **Comma-separated:** use a simple comma to separate keywords - with or without blank space(s)
- **Targeted:** use only simple targeted keywords - which are, if not truly unique, very relevant for the topic.



As a good practice, try also to use keywords as someone not as literate as you on the topic at hand would imagine them...

4.1.5.3.3 Bold usage

Please refrain from using too much bold in your texts

4.1.5.3.4 Personal data

Do not disclose too much personal contact information such as **names**, **phone numbers**, or **email addresses**.

For these, you can use the **Link (Section 4.1.5.4.1.2)** feature and enter the following code as hyperlink :

'mailto:' followed by the email address - see example below:

Description

This is a recommended method to 'hide' an `<a href="mailto:nop.office@eurocontrol.int" target="_blank">email</a>` address...

And this is how the code is rendered in the NOP:

24/07/2013

This is a recommended method to 'hide' an email address...

4.1.5.3.5 Compact texts

Keep your texts short, simple and clear. The Portal is meant to present a maximum of tools to its users, not to serve as a marketing media. If your text exceeds a couple of lines, you may use the **'more'** feature and link to additional webpages.

4.1.5.3.6 ... More to come

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4.1.5.4 Editing Tools and Components

4.1.5.4.1 Formatting Text in WIND

A basic set of formatting tools are present under some input area, allowing you to apply some simple text styles and enhance the presentation of the text fields.

A text field which can be enriched with tagged text is easy to identify: it has the **Tagged Text Editor** toolbar (illustrated below) located right under it.



The term '*Tagged Text*' refers to the editor inserting specific formatting code instructions within the text - these small pieces of code are named *Tags*.

Note that this component is not a **WYSIWYG** editor - it will only show some code, and does not render it as it would be when seen from the NOP.

 **Caution:** the Tagged Text Editor must be used very carefully
Since the HTML code is visible - and therefore editable as well - your text might not render as expected if some tag has been damaged or removed by mistake.

As for most simple text editors, many of the commands are quite straightforward to understand. This is certainly the case for these:



Undo / Redo: undo (or redo) the last entered changes.



Carriage Return: Inserts a line break each time you click on it, forcing a carriage return.

 Hitting the return key on your keyboard will not be enough to force a new line - even though it might seem so in the editor window. Again, this is not a WYSIWYG editor.



Bold / Italic / Underline

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between `< >` brackets).

Example

1. Select the text

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between `< >` brackets).

2. Click on the **Bold** button - you text is now surrounded by the `<b>` and `</b>` tags (marking where to start and where to end the effect)

Simply `<b>`highlight with the mouse`</b>` the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between `< >` brackets).

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3. Select again the same text ...

Simply **highlight with the mouse** the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

4. .. and this time click on the **Italic** button

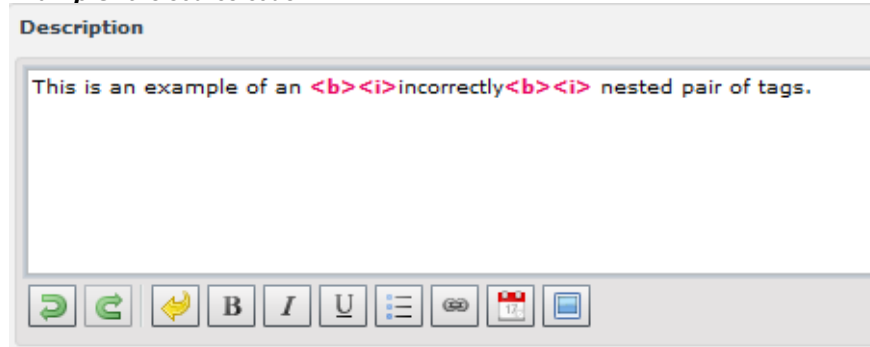
Simply **<i>highlight with the mouse</i>** the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

Notice how the <i> tags are correctly nested within the tags. This gives the following sequence:

<i>some words</i> which will correctly display in the viewers' browser.

An incorrect sequence, such as **<i>some words</i>** is likely to be wrongly rendered. The whole text will probably be set in bold, since the bold closing tag is not located where it is expected, namely after the **</i>** tag.

Example: the source code



Example: how is shows in the NOP



Note: in case you are familiar with HTML, it is tempting to add your own HTML code to further enrich your text. Unfortunately, WIND will not retain any additional HTML code...

The other tools are described each in the next sections.

4.1.5.4.1.1 Create a List

In addition to the basic commands detailed in the **Tagged Text Editor (Section 4.1.5.4.1)** section, here is a more

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complex one allowing you to create lists within WIND documents.



Create a List

Clicking on the **Create a list** button opens the palette below

Create a list

Type: **Numbered list** ▼

Length: 1 ▲▼

Elements:

Text
???

Insert Cancel

First choose between a **Numbered list** or a **Bulleted list** by means of the drop-down list.

The next step is to select the desired number of items, with the **Length** up and down arrows.

You will then need to individually edit each of the rows of the table to enter the text - simply click and type, as in the following example:

Create a list

Type: **Numbered list** ▼

Length: 4 ▲▼

Elements:

Text
First Line
Text for the second line
???
???

Insert Cancel

This is the code corresponding to the list we have just created in the example:

```
brackets).  
<ol>  
  <li>First Line</li>  
  <li>Text for the second line</li>  
  <li>???  <li>???</ol>
```

4.1.5.4.1.2 Insert a Link

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Insert Link

Clicking on the **Insert Link** button opens the palette below:

The dialog box titled "Select the link properties" has a close button (X) in the top right corner. It contains a "Type" dropdown menu set to "Link to a file resource". Below it is a checked checkbox labeled "Open in a new window". There are two text input fields: "Text" (highlighted with a red border) and "File resource". At the bottom are "Insert" and "Cancel" buttons.

Note that it is set by default to **Link to a file resource**. The Type field allows you to opt for an **External link**:

The dialog box titled "Select the link properties" has a close button (X) in the top right corner. It contains a "Type" dropdown menu set to "External link". Below it is a checked checkbox labeled "Open in a new window". There are two text input fields: "Text" (highlighted with a red border) and "External link URL" containing the text "http://". At the bottom are "Insert" and "Cancel" buttons.

First choose between the **External link** or the **Link to a file resource** type of link.

Both types work in the same way:

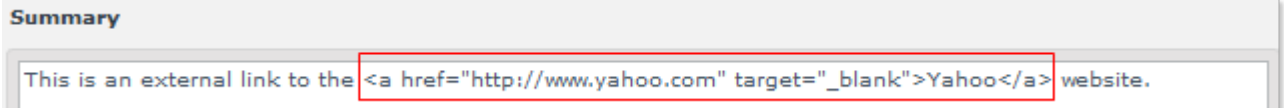
- First select the desired **Type**.
- Check the **Open in a new window** box if you want the target page to be opened in a new browser window instead of in the current one.
- In case you did not yet select the text to which apply the change, the next step is to type in the text which will be the label for the hyperlink. If you did so (by first selecting a text string then clicking on the **Link** button), then the selected text will already appear in the **Text** field.
- Indicate the path to the target file, in the form of an URL in the case of an external link, or drag and drop an element already available in the **File Resources** folders. If necessary, follow the instructions provided in **Step 4** (upload files).

Example for an external link

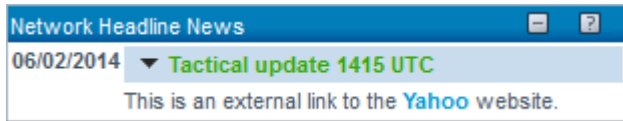
The dialog box titled "Select the link properties" has a close button (X) in the top right corner. It contains a "Type" dropdown menu set to "External link". Below it is a checked checkbox labeled "Open in a new window". There are two text input fields: "Text" (highlighted with a red border and containing the text "Yahoo") and "External link URL" containing the text "http://www.yahoo.com". At the bottom are "Insert" and "Cancel" buttons.

This is, highlighted in a red border, the corresponding code:

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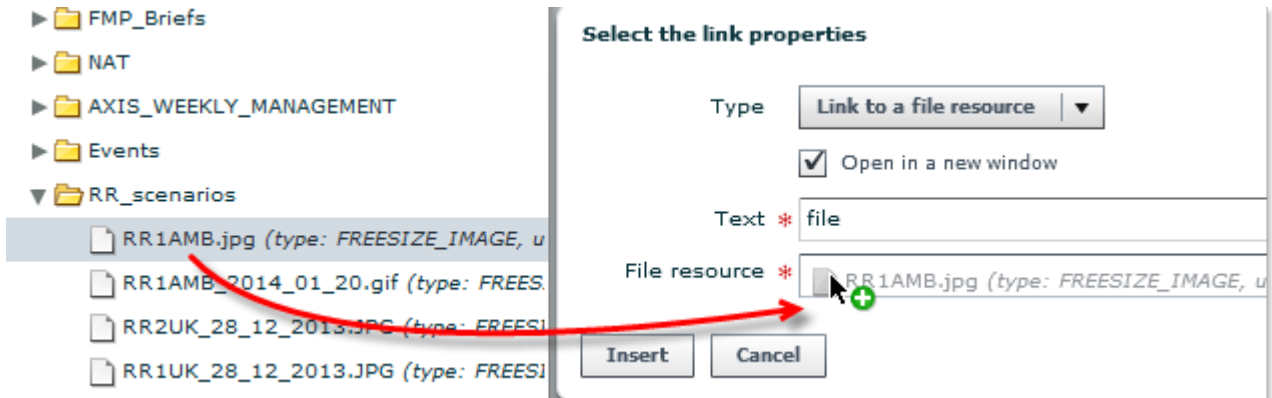


And this is how the code is rendered in the NOP:

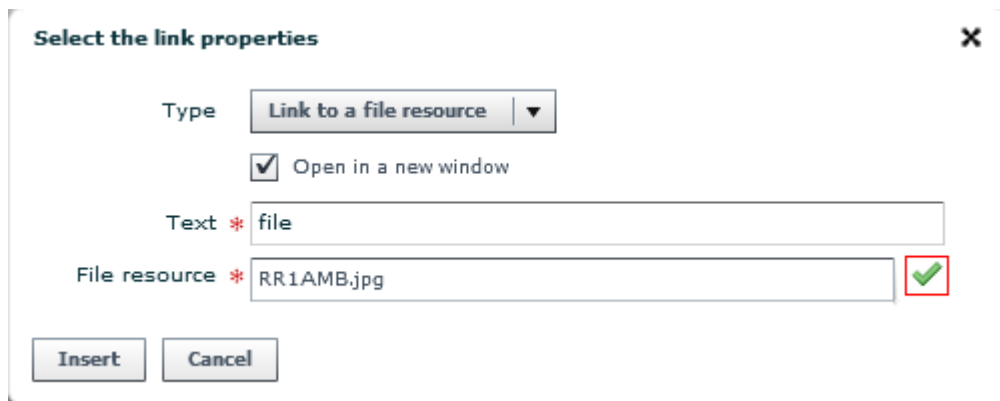


Example for an internal link

Drag and drop the file to the File Resource field:



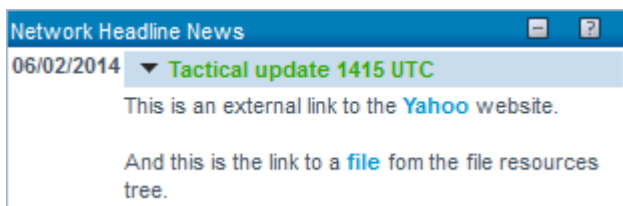
Check that it has been correctly linked:



This is, highlighted in a red border, the corresponding code:



And this is how the code is rendered in the NOP:



4.1.5.4.1.3 Date Format



Date Format

Clicking on the **Date Format** button opens the palette below:

The notions of time and date are at the heart of the NOP. To ensure their accuracy, they are handled in a format different from the ones mostly used. This component has been designed to help you enter / edit times and dates in the Portal format.

To enter a time based data, simply select from the drop-down list the desired format:

- **Date**
- **Time**
- **Date and Time**

Depending on your choice, a calendar and/or a time picker will then invite you to select the date and/or time to appear in your text once you have clicked on the **Insert** button.

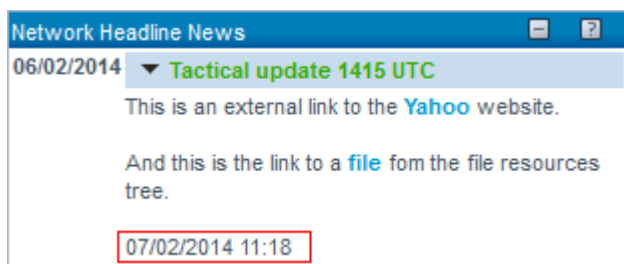
Example

This is the corresponding code as it will appear in the text editor:

```
Summary

This is an external link to the <a href="http://www.yahoo.com" target="_blank">Yahoo</a>
website.<br><br>And this is the link to a <a rsc="RR1AMB.jpg" target="_blank">file</a> from the file
resources tree.<br><br><date format="datetime">1391771880000</date>
```

And this is how the code is rendered in the NOP:



Note: when you click on the **Date and Time** button with the mouse insertion point set inside the date tags (highlighted in red), this component turns into an editor, allowing to change any of the parameters (format, date and time).

4.1.5.4.1.4 Insert Images



Insert Image

Clicking on the **Insert Image** button opens the **Select the image properties** palette.

To add an image to your text, simply drag it from the **File resources tree**.

Next choose the type of alignment among the following:

- Left
- Right
- Top
- Bottom
- Middle

You may optionally specify the display pixel dimensions of the image (**Height** and **Width**) - use this feature when your image is too big to fit (WIND will not automatically resize oversized images).

Example

Select the image properties

File resource * vignette_scenario.gif ✓

Align * left ▼

Height (optional)

Width (optional)

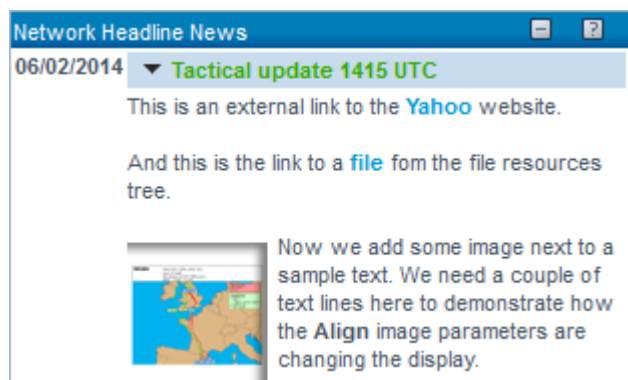
Insert Cancel

This is the corresponding code as it will appear in the text editor:

Summary

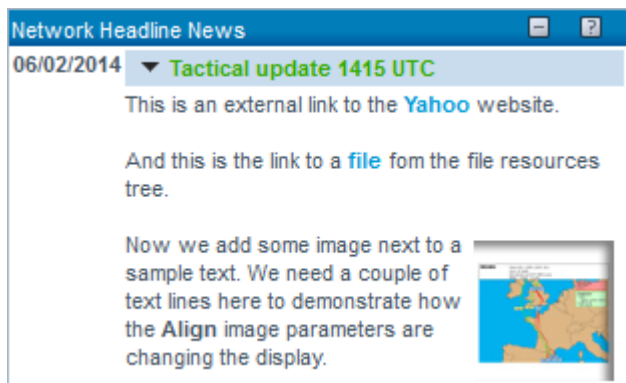
This is an external link to the `<a href="http://www.yahoo.com" target="_blank">Yahoo</a>` website.
`<br><br>`And this is the link to a `<a rsc="RR1AMB.jpg" target="_blank">file</a>` from the file resources tree.
`<br><br><img rsc="vignette_scenario.gif" align="left">`Now we add some image next to a sample text. We need a couple of text lines here to demonstrate how the `<b>Align</b>` image parameters are changing the display.

The Align Parameter - some examples



= "left"

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= "right"

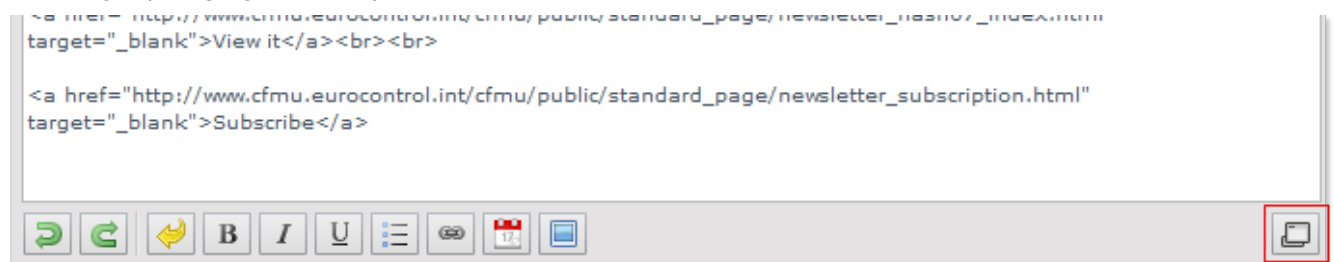


= "top"

 **Note:** when you click on the **Images** button with the mouse insertion point set inside an image code (highlighted in red), this component turns into an editor, allowing to change the parameters (source and alignment) for the selected image.

4.1.5.4.2 Edit in Popup

The **Tagged Text Editor** present at the bottom of any text entry fields is completed by an **Edit in popup** button, located on the right (as highlighted below).



Click on the featured button to pop up a large edition window, best adapted to working with larger texts without the need to start scrolling up or down after a few lines.

4.1.5.4.3 Keywords / Search

It is very important to indicate relevant keywords the **Keywords** field: not too many and with a strong relation with the matter at hand.

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4.1.5.4.3.1 Simple rules to enter keywords

In order to simplify and alleviate the task of having to select and enter keywords for every single item presented via the Portal, WIND automatically parses (scans) the text (title, summary, description, etc.) you enter when creating / editing an item, removes insignificant words such as "a", "the", "in", "for" and tags the remaining words as keywords.

Should you wish to further enrich the list of keywords associated to your item, please consider applying the following rules:

- **Comma-separated:** use a simple comma to separate keywords - with or without blank space(s)
- **Targeted:** use only simple targeted keywords - which are, if not truly unique, very relevant for the topic.



As a good practice, try also to use keywords as someone not as literate as you on the topic at hand would imagine them...

4.1.5.4.4 Display Period

The Portal data being mostly driven by time, you will typically have to specify the **Start** and **End** period during which the item you are entering will be visible to the Portal visitors.

The **Display period** proposes the following value by default:

- **Start:** the date and time of the creation of the item
- **End:** "plus infinity" - that is , with no limit in the future

These values can of course be modified, as explained in the next **Set the Date And Time (Section 4.1.5.4.4.1)** section.

4.1.5.4.4.1 Set the Date and Time

4.1.5.4.4.1.1 Set the Date and Time

This component provides a simple and intuitive way to enter dates and times in the relevant fields within the WIND document.

The dates in a WIND document get default values when creating an item. However, you can modify them either by entering new values in the fields, or with the help of the  Calendar and  Clock tools provided here.

The Calendar icon brings forward a Date Picker with which you can select the desired day with a few mouse clicks:

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The Clock icon simply sets the time to "Midnight" - 00:00

Finally, the  Plus Infinity buttons is a convenient way to make an item visible forever in the future.

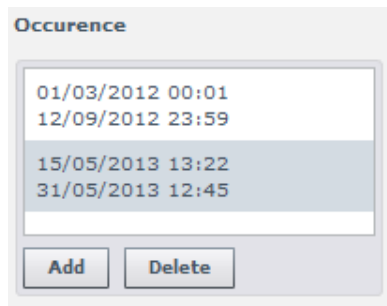
 **Caution:** there is no validity check on dates and times - please check your entries and make sure a start date is not set later than a stop date...

4.1.5.4.4.2 Occurrences

While most of the WIND entities have their period of appearance on the NOP regulated by the **Display Period** component, providing a simple pair of Start day and time and End day and time, some do rely on a different mechanism, allowing any number of programmed appearances.

This is achieved with the **Occurrence** component, which can be found associated to specific entities such as **ATFCM Events**, **Calendar Events**, ... and other recurrent events which are likely to have multiple validity periods.

This is a typical example for the Occurrence field, indicated that the concerned item will be visible on the Portal from **01/03/2012 at 00:01** to **12/09/2012 at 23:59** and from **15/5/2013 at 13:22** to **31/5/2013 at 12:45**.



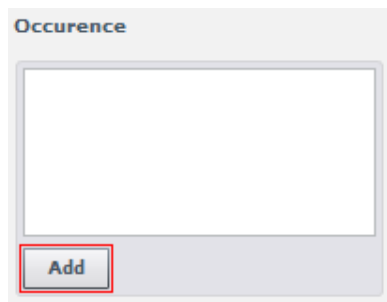
The screenshot shows a window titled "Occurrence" with a list of four time periods: "01/03/2012 00:01", "12/09/2012 23:59", "15/05/2013 13:22", and "31/05/2013 12:45". Below the list are two buttons: "Add" and "Delete".

4.1.5.4.4.2.1 Managing Occurrences

The component allows to to **Add**, **Edit** and **Delete** occurrences.

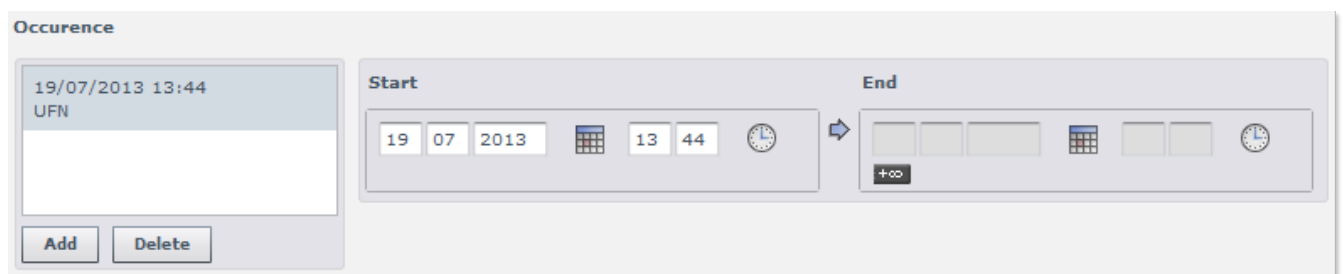
Adding Occurrences

Click on the **Add** button ...



The screenshot shows the "Occurrence" window with a red rectangle highlighting the "Add" button at the bottom left.

to open the **Display Period** editor:



The screenshot shows the "Occurrence" window with the "Display Period" editor open. The editor has two main sections: "Start" and "End". The "Start" section shows the date "19/07/2013" and time "13:44". The "End" section shows a date field, a time field, and a "+∞" button. There are also calendar and clock icons for selecting dates and times.

The default values are 'now' for start and 'never' for end.

Please refer to the **Set the Date and Time (Section 4.1.5.4.4.1)** section for additional information on how to use the component.

Editing Occurrences

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There is actually no 'Edit' procedure - but here is a workaround:

1. select a display period pair - it will be highlighted with a light blue background, and the Display Period component will appear, if not already opened.
2. make the necessary changes in the Start and/or End fields
3. select another existing display period pair to persist your changes

In cases where only one display period pair is present, you can create a temporary new one and delete it as soon as you managed to make the desired changes.

Deleting Occurences

Simply select the display period pair to remove and click on the **Delete** button.

4.1.5.4.5 Content Link

The screenshot shows a 'Content link' component. At the top left, the text 'Content link' is displayed. Below it, there is a bright orange button labeled 'INTERNAL'. To the right of the button is a text input field labeled 'File Name'.

The **Content Link** component is set, by default, in the Internal Link mode. This is made visible by the **INTERNAL** button being ON, in bright orange:  .

Simply drag and drop in to the **File Name** field the desired element from the **File Resources tree**.

4.1.5.4.5.1 Changing the Link mode

When you click on the **INTERNAL** button, it changes from ON to OFF, changing its color to gray:  .

The screenshot shows the 'Content link' component with the 'INTERNAL' button now grayed out. Below the button, there are two input fields. The first is labeled 'URI:' and the second is labeled 'Keywords:'.

The associated parameters to a now **EXTERNAL** link are:

- **URI:** a path to an external resource (typically, a web page)
- **Keywords:** the list of words by which this link should be picked up by the search engine.

4.1.5.4.6 Entity Usage

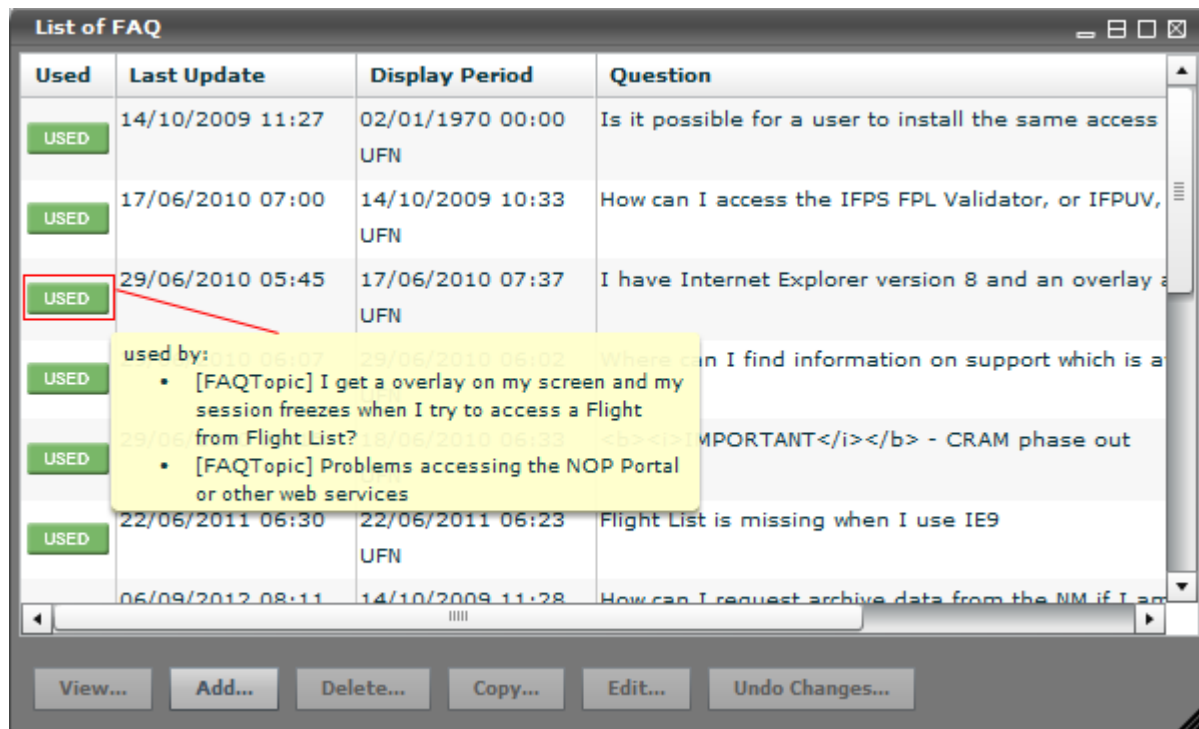
When viewed in **Table Mode** (see **Editing a Wind Document (Section 4.1.5)** for details), all entities do all have a column with the label "Used" as title.

The location of the **Used** column can vary from one entity table to another - but its purpose is always the same: tell you if and where a given entity is used by another entity.

The **USED** button presents two states:  grayed out (inactive) and  green (active).

When you move your mouse over an active USED button, a yellow tooltip opens and lists all occurrences of the selected item:

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Used	Last Update	Display Period	Question
USED	14/10/2009 11:27	02/01/1970 00:00 UFN	Is it possible for a user to install the same access
USED	17/06/2010 07:00	14/10/2009 10:33 UFN	How can I access the IFPS FPL Validator, or IFPUV,
USED	29/06/2010 05:45	17/06/2010 07:37 UFN	I have Internet Explorer version 8 and an overlay a
USED	29/06/2010 06:07	29/06/2010 06:02	Where can I find information on support which is a
USED	29/06/2010 06:33	18/06/2010 06:33	IMPORTANT - CRAM phase out
USED	22/06/2011 06:30	22/06/2011 06:23 UFN	Flight List is missing when I use IE9
USED	06/09/2012 08:11	14/10/2009 11:28	How can I request archive data from the NM if I am

 Items which are used by other WIND entities (referenced in other documents) can **not** be removed. You will need to spot all the places where there are used (this is where the usage list is very useful) and remove all references to the item first. Only when this is done, and the Used status returned to inactive, can you finally delete the entry.

4.1.5.4.7 Sorting Data

You can easily sort any list or table by clicking in the header of the column by which you want to sort.

 For your convenience, you can drag and drop the column headers to arrange the table as best suits your needs

When you open a list, its content is not specifically sorted. The headers of the columns are in their normal state, as shown below:

Location

A click on an unsorted column header will sort its content in descending order, the newest entry being on top of the list. And an upward pointing arrow appears in the right corner of the header, to reflect the sort status:

Title ▲

A click on a sorted column will toggle its state to the other sorted status. For example, clicking on a column sorted in descending order will reverse its sorting order to ascending, and reflect the new status in the header:

Last Update ▼

 Clicking on an unsorted column will reset all other headers to their normal status - in short, you can only one primary sort by one of the columns.

4.1.5.4.8 Drag and Drop

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Some WIND data can be dragged from one location to another. "**Linked**" would actually be a better description, because this action does not relocate or create a duplicate of the content, but rather generates a reference to a given content item.

The major benefit is that when the referenced item is being updated, all its occurrences automatically reflect the change, wherever the data is being used.

See below how to very simply create this kind of relationship between an item in a pre existing **ACCs** listing and, in this example, the ACC field of the **Daily Plan**.

General
Scenarios
Links
Updates

Item type:

ACC

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Dislay Period	Nam ▲	Countrv
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EXVC	LT(Lithu

1. Select the source element and start dragging it in direction of the target area.

General
Scenarios
Links
Updates

Item type:

ACC

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Dislay Period	Nam ▲	Countrv
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EXVC	LT(Lithu

Note that a  icon next to the mouse indicates that the selected item can not be dropped in the area under the mouse tip.

2. When you reach the target area, the warning icon changes to , indicating that the mouse button may now be released to drop the item.

General
Scenarios
Links
Updates

Item type:

ACC

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Dislay Period	Nam ▲	Countrv
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EXVC	LT(Lithu

3. As a result, the ESOS ACC now appears in the correct field in the **NOP_DC - Daily Plan** table. What is more, the  usage indicator is now turned on in the **NOP_DC - ACCs** table, telling you that the resource is being used somewhere in another entity.

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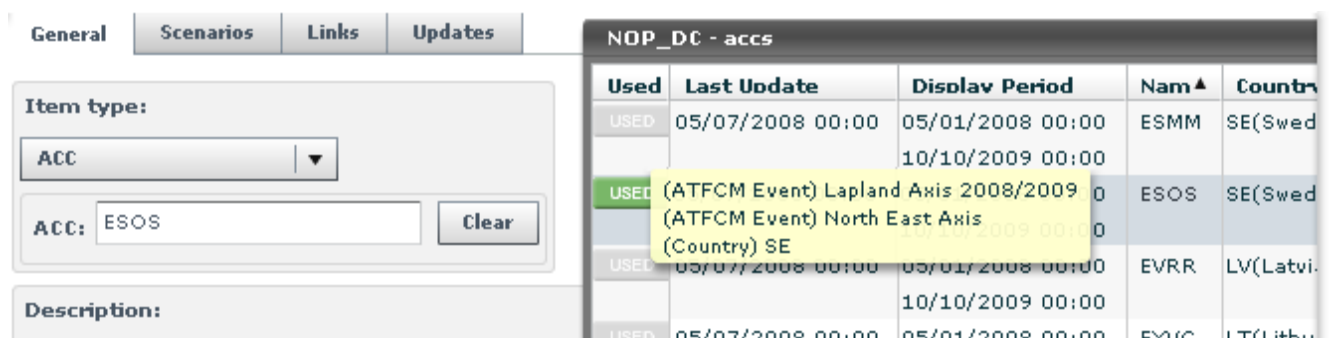


The screenshot shows the 'General' tab of the WIND User Guide interface. On the left, there is a form with 'Item type:' set to 'ACC', 'ACC:' set to 'ESOS', and a 'Clear' button. Below this is a 'Description:' field. On the right, there is a table titled 'NOP_DC - accs' with columns: 'Used', 'Last Update', 'Dislay Period', 'Nam ▲', and 'Country'. The table contains several rows, with the second row highlighted in green and showing 'ESOS' as the name and 'SE(Swed)' as the country.

Used	Last Update	Dislay Period	Nam ▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00	ESMM	SE(Swed)
USED	05/07/2008 00:00	05/01/2008 00:00	ESOS	SE(Swed)
USED	05/07/2008 00:00	05/01/2008 00:00	EVRR	LV(Latvia)
USED	05/07/2008 00:00	05/01/2008 00:00	EVVC	LT(Lithuania)

Placing the mouse over the now highlighted usage indicator reveals a pop up information box, indicating where exactly the resource is being used. This is very helpful when you need to **Delete** an item.

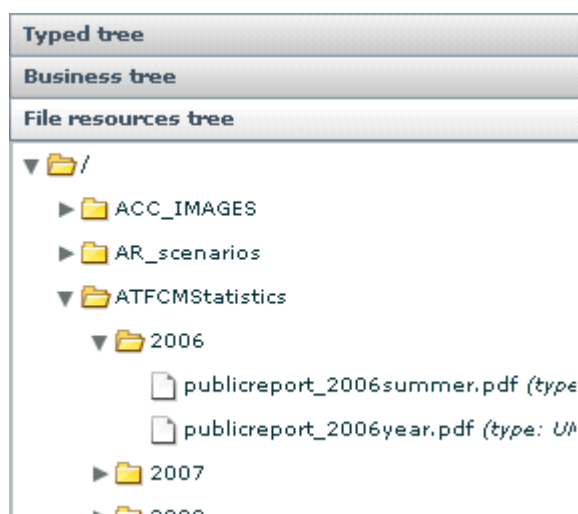
The example below states that, in addition to the Countries list itself, the ESOS ACC are being used in both **Lapland Axis 2008/2009** and **North East Axis**. These will need to be edited and the link to ESOS deleted before the ESOS ACC can in turn be removed from the list.



This screenshot is similar to the previous one, but it includes a tooltip for the 'USED' indicator in the second row of the 'NOP_DC - accs' table. The tooltip text reads: '(ATFCM Event) Lapland Axis 2008/2009', '(ATFCM Event) North East Axis', and '(Country) SE'.

4.1.5.5 File Resources

The **File resources tree** panel is in effect a file system, complete with directories, sub-directories and files, presented in an organized way for easier retrieval and usage.



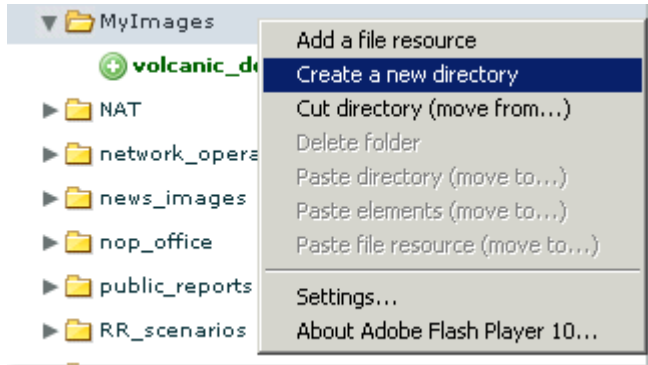
The 'File resources tree' panel shows a hierarchical structure of folders and files. The root is '/', followed by folders 'ACC_IMAGES', 'AR_scenarios', and 'ATFCMStatistics'. Under 'ATFCMStatistics', there are sub-folders for the years '2006', '2007', and '2008'. Under '2006', there are two files: 'publicreport_2006summer.pdf (type: PDF)' and 'publicreport_2006year.pdf (type: PDF)'.

This is where you will look for the files you want to create a link to from your document(s), or where you will yourself upload files for such purposes.

 Not all file types are permitted - Please check the **Add File (Section 4.1.5.5.2)** section for details.

4.1.5.5.1 Add Directory

To add a directory in the **File Resources**, first locate the folder in which you intend to create it, right-click with the mouse and select **Create a new directory** command from the contextual menu:



You will next be prompted to enter the name for your new directory:

Enter the new directory's name

Name

 The name of your new directory must not contain whitespaces, backslashes or special characters - failure to observe this rule will return an error message.

Enter a valid name and click on the **Ok** button:

Enter the new directory's name

Name

When this is done, the new folder appears in the **File Resources tree**, at the end of the current list.



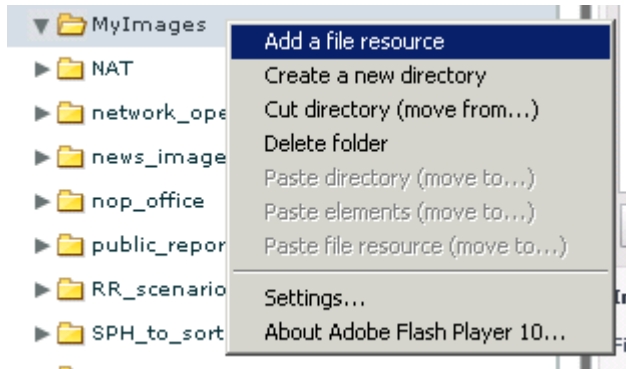
 **Important:** immediately add one or more files to this directory. Leaving it empty will result in it not being saved in your View.

4.1.5.5.2 Add File

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 Due to a problem caused by a known bug for firefox and other netscape-based browsers, please use Internet Explorer for your uploads.

To add a file resource, first locate the desired folder, right-click with the mouse and select **Add a file resource** command from the contextual menu:



You will then be prompted to **Select the file resource properties** by means of a dialog:

Select the file resource properties

Directory *

Type * ⓘ

File *

- The **Directory** field is set by default to the folder from which you invoked the command
- The **Type** field allows you to select from one of the following file types:
 1. **PORTLET_IMAGE**
Usage: Illustration in all portlets - main view
Size: image size must be 75x75 pixels
 2. **NEWS_THUMB_IMAGE**
Usage: Illustration in CFMU News (main view) and HEADLINE NEWS (detached view)
Size: Image will automatically be resized to 52x52 pixels
 3. **SCENARIO_IMAGE**
Usage: Illustration in SCENARIOS (detached view)
Size: Image will, if too big, be resized to 720x540 pixels
 4. **FREESIZE_IMAGE**
Usage: Illustration in all documents where images can be embedded
Size: Image size must be at least 90x90 pixels
 5. **OTHER**
Usage: for all documents other than images
- The **File** field prompts you to browse the files present on your local file system (from your computer hard disk or any network drive to which you have access) - confirm your choice by clicking on the **Select** button



4.1.5.5.2.1 Allowed File Types

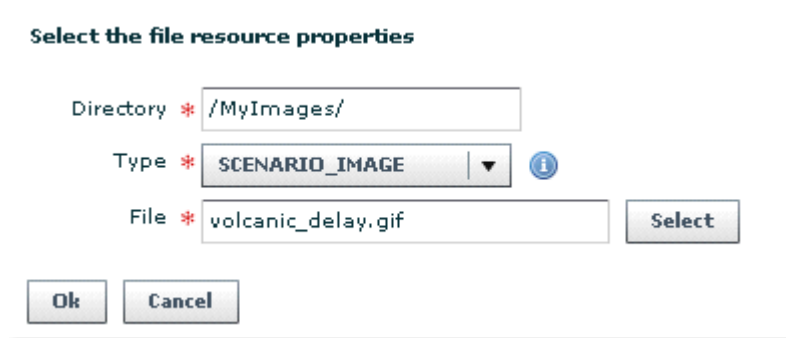
WIND only accepts the upload of the files in the following formats:

- Text (txt, doc, rtf)
- Html (htm, html)
- Image (gif, jpeg, png)
- Powerpoint (ppt)
- Excel (xlc, xll, xlm, xls, xlw)

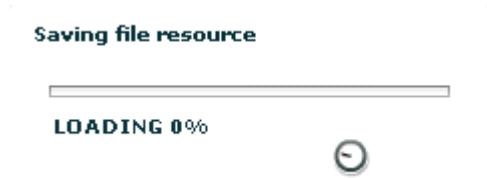
Any other format will cause WIND to generate an error message

Once you have confirmed the target folder, set the file type and selected the file to add to the WIND resources, simply click on the **Ok** button to initiate the upload process. See the example below with a sample **volcanic_delay.gif** file...

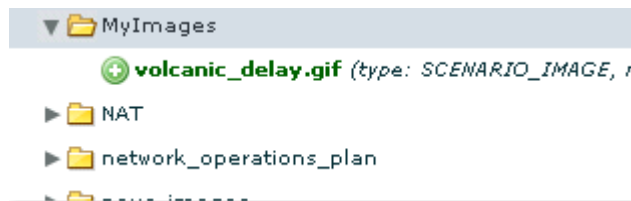
WIND User Guide



... wait for the file to be transferred to the temporary files associated to your current **View**...



... and see below how your new file now appears in the file resources: the filename has turned green (meaning that the requested modification, in this case the addition, has not yet been saved) and is preceded with a  green "plus" sign, indicating the nature of the change.



In short, the file has not yet been copied to the production server, and is not yet available to the Portal or to other WIND users.

In other words, no one but yourself (until you publish your **View**) can make use of that resource.

 In case you delete your **View**, all the changes having occurred while it was there will be lost, including your additions to the file resources.

4.1.5.5.3 Manage Resources

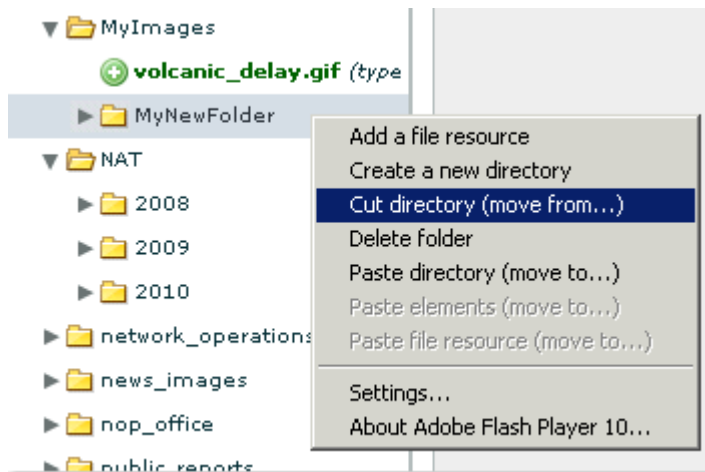
4.1.5.5.3.1 Directories

There are a few operations that you can apply on Directories to offer some flexibility in the file management.

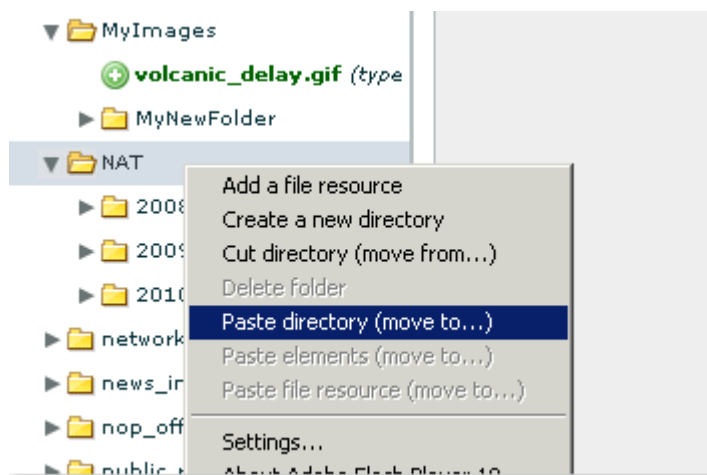
4.1.5.5.3.1.1 Move a Directory

In order to change the location of a given directory, right-click on its name or icon and select the **Cut directory (move from...)** command...

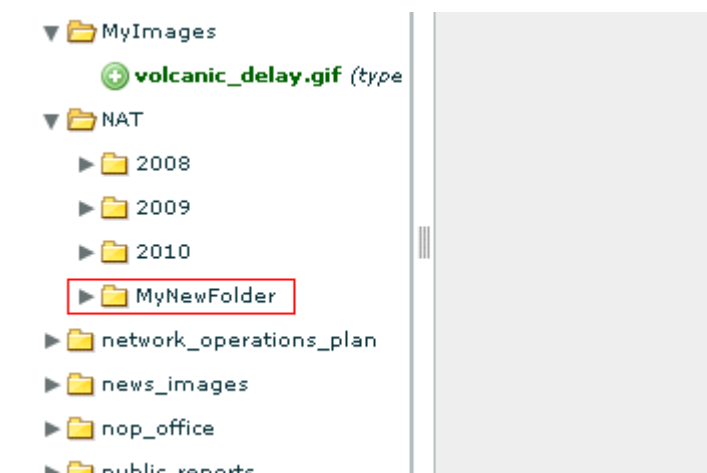
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... select the new destination directory and apply now the **Paste directory (move to...)** command from the contextual menu...



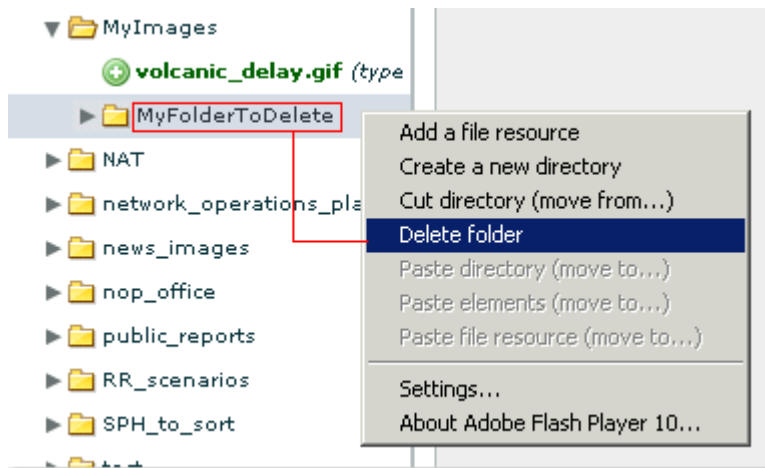
... and check that your directory has in effect changed place - the **MyNewFolder** directory has moved from the **MyImages** folder to the **NAT** folder:



4.1.5.5.3.1.2 Delete a Directory

Deleting a Directory is even simpler - locate the folder to suppress in the File resources tree, right-click on its name or icon and select the **Delete Folder** command from the contextual menu:

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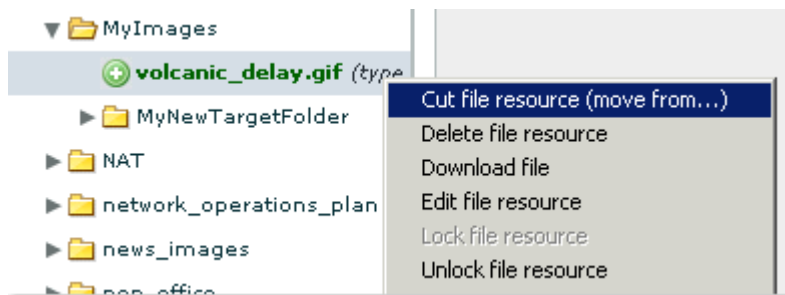


4.1.5.5.3.2 Files

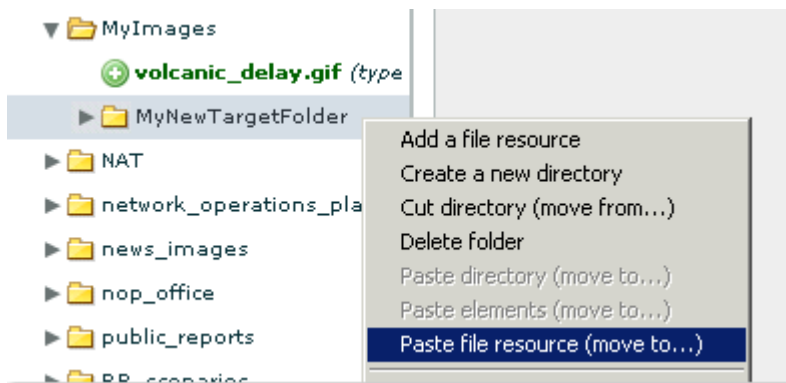
There are a few operations that you can apply on documents from the **File resources tree** to offer some flexibility in the file management.

4.1.5.5.3.2.1 Move a File

In order to change the location of a given file, right-click on its name or icon and select the **Cut file resource (move from...)** command...



... select the new destination directory and apply now the **Paste file resource (move to...)** command from the contextual menu...



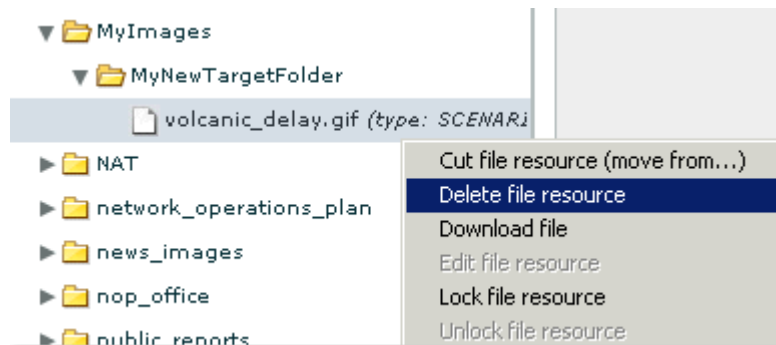
... and check that your file has in effect changed place - the **volcanic_delay.gif** file has moved from the **MyImages** folder to **MyNewTargetFolder**:

WIND User Guide

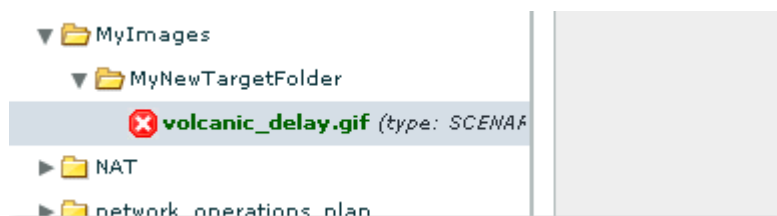


4.1.5.5.3.2.2 Delete a File

Deleting a File is even simpler - locate the item to suppress in the **File resources tree**, right-click on its name or icon and select the **Delete file resource** command from the contextual menu:



The file is now marked for deletion:



The filename has turned green (meaning that the requested modification, in this case the deletion, has not yet been saved) and is preceded with a  red cross sign, indicating the nature of the change.

Very important: The file will be actually removed from the **File resources tree** only after you have published your View.

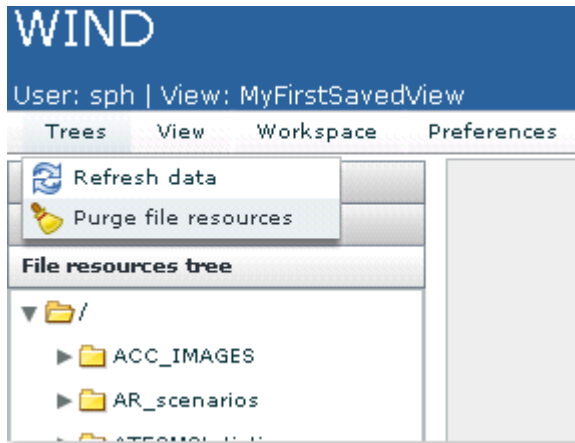
 As a consequence, the only way to cancel a deletion command is to delete the View from which it was invoked.

4.1.5.5.3.3 Purge unused files

As in any collection of files, after a while one ends up with a certain amount of files outdated or no longer in use, and wishes to tidy up.

This is facilitated by the **Purge file resources** from the **Trees** menu:

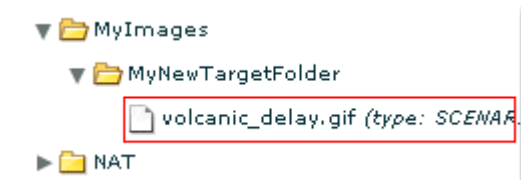
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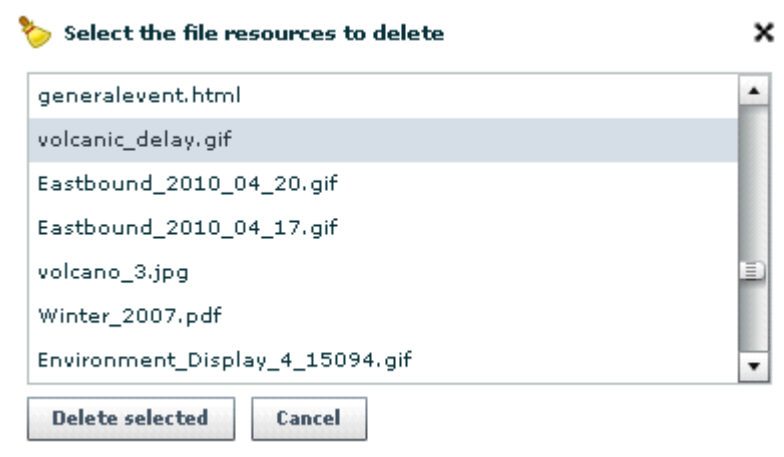
This command is available to you from within a View, so you will need to first create one - see [here \(Section 4.1.3\)](#) for details on how to do so.

4.1.5.5.3.1 Example

This example shows how to remove the unused **volcanic_delay.gif** image file.

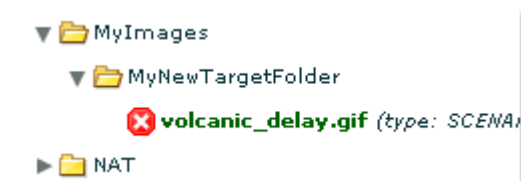


Clicking on the Purge file resources command makes a dialog to pop up prompting you to select the file to delete:



The **Ctrl + Click** method (hold the control key down as you click on an item) allows you to select multiple elements to suppress in one go.

Clicking on the **Delete selected** button marks the file for deletion:



The filename has turned green (meaning that the requested modification, in this case the deletion, has not yet been saved) and is preceded with a red cross sign, indicating the nature of the change.

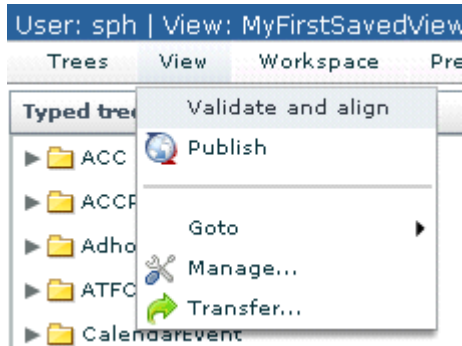
Very important: The file will be actually removed from the **File resources tree** only after you have published your View.

As a consequence, the only way to cancel a deletion command is to delete the View from which it was invoked.

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 **Note:** removing all files from a directory will make this directory disappear from the **File resources tree**. Remember that a directory needs to contain at least one file to exist.

4.1.6 Validate and align



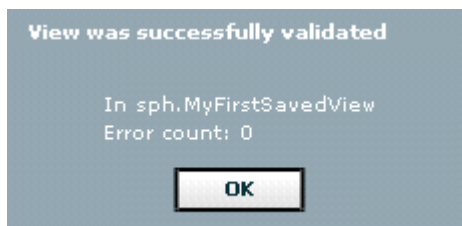
The **Validate and align** command automatically performs a check on the technical validity of your changes. Any blank mandatory field, any broken link or missing import will be spotted and an error message will pop up and summarize the situation, for you to take the corrective measures required.

See below a typical error message, telling you that in the view '**MyFirstSavedView**' owned by the user '**sph**', there is a document on the '**CFMUNews**' folder missing a mandatory '**summary**' field.



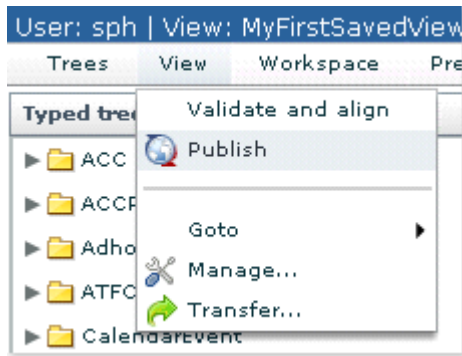
 These error messages are not always straightforward to read - feel free to copy & past the text (or take a screenshot) when you need to ask for technical assistance.

On the other hand, here is the message telling you that you can now safely publish:



4.1.7 Publish

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The **Publish** command comes last, after you have first visually checked your data and run the **Validate and align** command.

Its purpose is to move the changed or added files from the prepublication server to the publication server, and therefore make them visible to the users of the NOP.

Here again some processing checks the technical validity of your request, and you finally get a message indicating that the publication was successful.

In some occasions, an error message may pop up - please take note of its content (copy & paste or screenshot) and send it to the relevant technical department.

4.2 The WIND Documents

This section covers the specific features relative to all listed **WIND Documents / Entities** (see the **Document <> Entity (Section 4.1.1)** section for more details on the terms) and provides some instruction on their optimal usage, when relevant.

General features such as how to **manage (Section 4.1.5)** a WIND document, **edit (Section 4.1.5.4)** its content or **handle (Section 4.1.5.5)** files and imports are described in other sections.

You may finally use the **Quick Start (Section 4.1.4)** section for a very brief overview of these notions.

4.2.1 ACC

The **ACC** folder contains a number of ACC entities:



Here is the content of one of them (**EHAA**) - the content of this single **General** tab is very straightforward and does not require specific instructions to be used correctly:

WIND User Guide

[ACC] EHAA

General

Name EHAA

Description AMSTERDAM ACC(245-)

ENV ACC Ids

ACCEHAA

ACCEHMC

Add

EHAA

Keywords

EHAA

Display Period

Start

02 01 1970 00 00

End

+∞

Last Update

06/02/2009 14:36

 **Note:** This information has no direct visibility on the portal as such. You only create a new entry when required for feeding the ACC field of other documents (e.g. new ACCPlans being made available, ATFCM events, scenarios...).

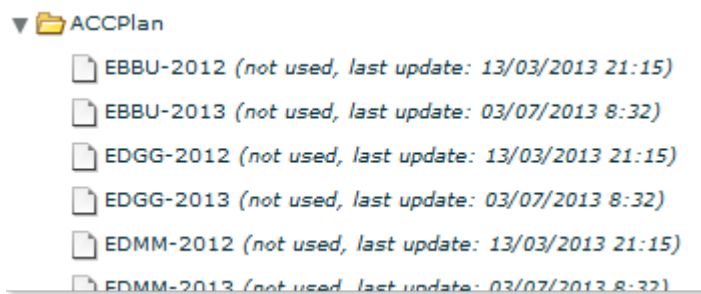
The creation of a new ACC must be correlated to existing corresponding entities in CACD (ENV db).

 **Caution:** WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

4.2.2 ACCPlan

The **ACCPlan** folder holds all the issued ACC Plan documents:

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ACC Plans are delivered on the NOP via the **ACC Info** Portlet:

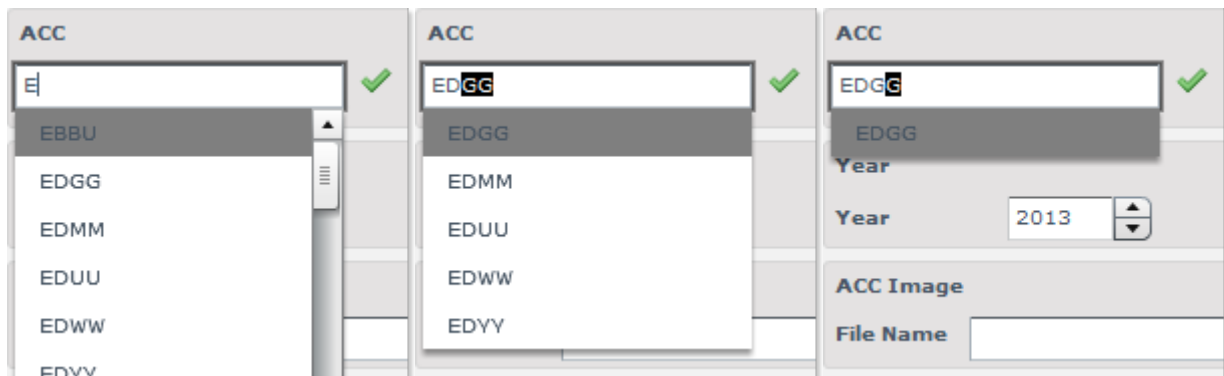


4.2.2.1 General

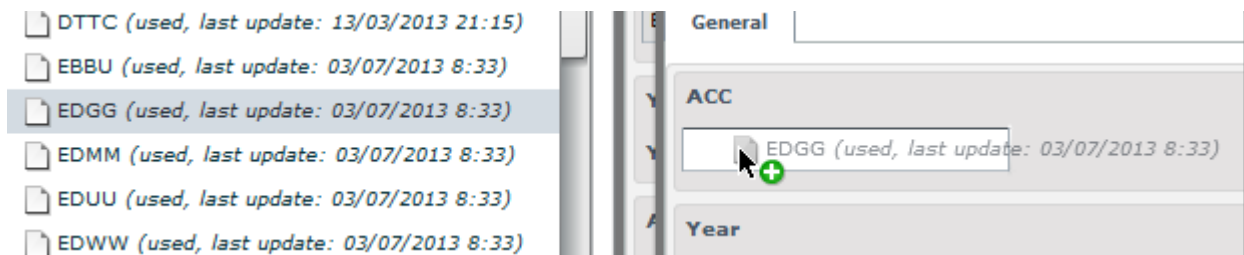
A single **General** tab contains all the ACCPlan edition parameters:

ACC

This is where you will either type in the name of the relevant ACC (note the autotype feature - see below what shows up as you type in **E - D - G ...**) ...

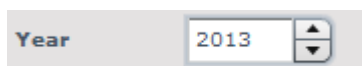


... or drag and drop an item from the ACC list:



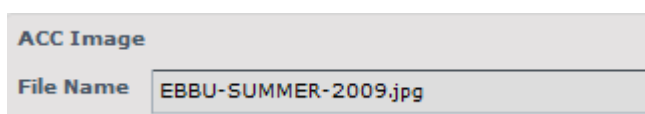
Year

ACCPlans are yearly - unlike AirportPlans which are seasonal. Simply type in (or use the up and down arrows) to indicate the year for which the plan is valid:



ACC Image

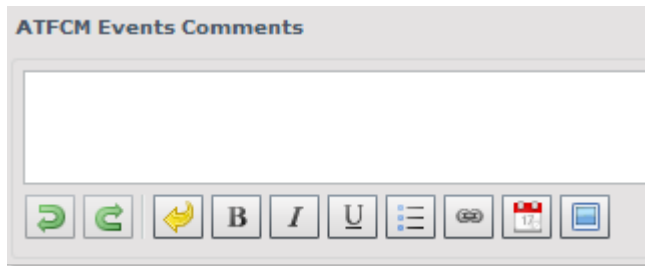
This is where you will drag and drop the image (or more exactly, the image name as is appears in the **File Resources tree**), to be published on the NOP portal.



ATCFM Events Comments

This first text area is reserved for ATCFM Events Comments.

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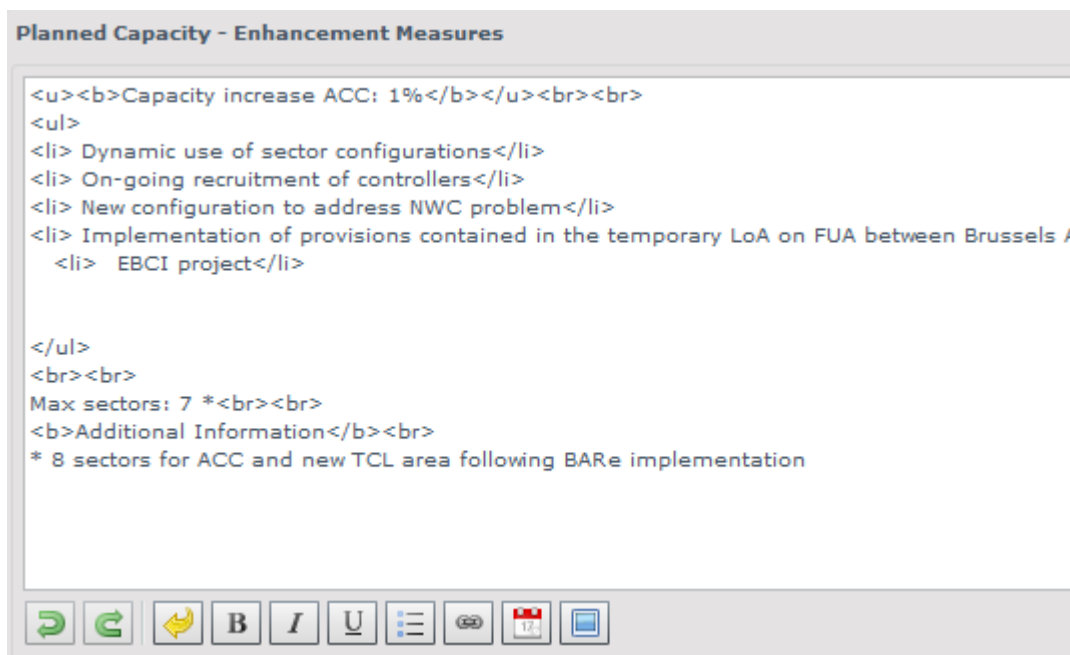
Overview

This is where you place the text to appear in the Overview section of the ACC Plan.

marc_, FMP:, CFMU contact: OPS Support at cfm, . The toolbar is identical to the previous panel." data-bbox="108 246 782 513"/>

Planned Capacity - Enhancement Measures

Place in this other text area the relevant content to be published.



Prospects

This panel contains two elements, **Table** and **Comments**.

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Prospects

Table

0	1	2
EBBU - BRUSSELS ACC	Target Delay per Flight (min)	Forecast
2011 Summer	0.25	0.25
2012 Summer	0.4	0.02
2012 Annual	0.25	0.02

Comments












The **Table** is a 5 columns x 4 rows one, which you can use freely.

Data are fed manually monthly, rows and columns labels are editable and should be adapted at the start of the year when creating a new ACCPlan:

	Target Delay per Flight (min)	Forecast Delay per Flight (min)	Actual Average En-route Delay per Flight (min)
Year	Data	Data	Data
Year	Data	Data	Data
Year	Data	Data	Data

The **Comments** text area is there for you to enter additional comments to the **Prospects** panel.

Actual Traffic - Delay Follow-up

This is another **Table - Comments** group.

Actual Traffic - Delay Follow-up

Table

0	1	2	3	4	5	6
EBBU-BRUSS	JAN	FEB	MAR	APR	MAY	JUN
Daily Average	1263	1386	1463	1499	1623	1691
Observed tra	-3.63%	1.22%	-3.98%	-3.53%	-3.34%	0.20%
Observed av	0.0	0.0	0.0	0.0	0.0	0.2
Observed av	0.0	0.0	0.0	0.0	0.0	0.0

Comments












This table is automatically updated by a monthly PFR file upload. It is can however be edited, following a decision to adapt the content. The table structure is however not editable.

When completed, this is how this table is rendered in the NOP:

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Actual Traffic and Follow Up														
EBBU-BRUSSELS CANAC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Average STD	Average YTD
Daily Average traffic	1215	1316	1361	1505	1593	1660	0	0	0	0	0	0	1349	1442
Observed traffic increase (in %)	-3.84%	-8.32%	-6.97%	0.43%	-1.83%	-1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-1.83%	-3.57%
Observed average ATFM delay (in min.)	0.0	0.0	0.0	0.1	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Observed average ATFM delay (in min.) - excluding weather & industrial action	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

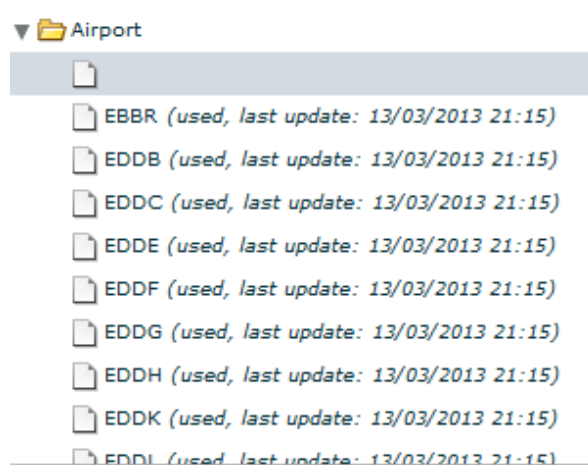
Lastly, the **Keywords** and **Display Period** are to be completed in the same way you would do for any WIND entity - please see **here (Section 4.1.5.4.3)** for details about the Keywords and **here (Section 4.1.5.4.4)** for details about the Display Period.

4.2.3 AdhocReport

 **Note:** Entity currently not in use. It is operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.4 Airport

The **Airport** folder contains a list of Airports.



4.2.4.1 General

A single **General** tab contains all the Airport edition parameters:

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The screenshot shows a web form titled "[Airport] EHAM". It has a "General" tab. The form contains the following fields and sections:

- ICAO**: Text input field containing "EHAM".
- IATA**: Text input field containing "AMS".
- Name**: Text input field containing "Amsterdam".
- EHAM**: A section header.
- Keywords**: Text input field containing "AMS, Amsterdam".
- Display Period**: A section header.
- Start**: Date and time selection interface showing "30/07/2010 09:28".
- End**: Date and time selection interface showing "09/28".
- Last Update**: Text input field containing "30/07/2010 09:28".

At the bottom of the form are three buttons: "Apply", "Ok", and "Cancel".

The above template is rather self-explanatory, and you will easily find where and how to input these parameters: **ICAO** code, **IATA** code, **Name**, **Keywords** and **Display Period**.

 **Note:** This information has no direct visibility on the portal as such. You only create a new entry when required for feeding the Airport field of other documents (e.g. new ACCPlans being made available, ATFCM events, scenarios...).

The creation of a new Airport must be correlated to existing corresponding entities in CACD (ENV db).

 **Caution:** WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

4.2.5 AirportPlan

 **Note:** The **Airport Info** Portlet, which is the front end for the **AirportPlan** entity, is meant to provide airport information per airport.

The data is fed from the Airport corner tool. This upload is an automatic process, run by each airport unit.

The **AirportPlan** entity is still currently under work.

4.2.6 ATFCMEvent

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The **ATFCMEvents** folder contains a number of documents describing events likely to affect the operations:



ATFCM Events are delivered on the NOP via the **ATFCM Events** Portlet:

ATFCM Events		
Occurrence	Event	ACCs
Axis Management		
04/06/2013 - 31/10/2013	South East Axis 2013	EDMM, EDUU, HECC, LAAA...
16/05/2013 - 05/09/2013	South West Axis 2013	EDYY, EGTT, EISN, GCCC...
Special Events		
There are no Special events.		
Military Events		
17/07/2013...31/07/2013	HOTBLADE13	LPPC
29/07/2013	OCEANIS 2013-04 Missile	EGGX

We will be using an existing event (**London 2012 Olympics & Paralympics**) - see a small sample below:

[ATFCMEvent] London 2012 Olympics & Paralympics - 13th July to 12th September 2012

General Details

Title London 2012 Olympics & Paralympics - 13th July to 12th September 2012

Occurrence

01/03/2012 00:01
12/09/2012 23:59

Add

Summary

London 2012 Olympics & Paralympics - 13th July to 12th September 2012

Description

The event will take place in London and other UK Cities. For more information, please refer to www.london2012.com

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As you can see, this entity presents two edition tabs - **General** and **Details** - which are described in the next section.

4.2.6.1 General

The **General** tab comprises several panels described below.

4.2.6.1.1 Title

This is where you enter the title of the event - as it will appear in the titlebar and in the events list:



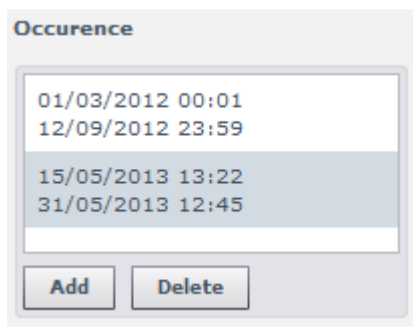
The screenshot shows the 'General' tab selected. At the top, a title bar reads '[ATFCMEvent] London 2012 Olympics & Paralympics - 13th July to 12th September 2012'. Below this are two tabs: 'General' and 'Details'. The 'General' tab is active, showing a 'Title' label and a text input field containing 'London 2012 Olympics & Paralympics - 13th July to 12th September 2012'.

4.2.6.1.2 Occurrence

This field is used to indicate to the back-end system when to display the event on the portal.

An **Occurrence** consists of a pair of time stamps (date and hour), the first one expressing the start of the period, the second one the end of the period.

In the example below, this **London 2012 Olympics** event has been visible on the NOP from **01/03/2012 at 00:01** to **12/09/2012 at 23:59**.



The screenshot shows the 'Occurrence' panel. It has a title 'Occurrence' in blue. Below it is a list of time stamps: '01/03/2012 00:01', '12/09/2012 23:59', '15/05/2013 13:22', and '31/05/2013 12:45'. The first two are highlighted in blue. At the bottom are 'Add' and 'Delete' buttons.

Please check the **Occurrences (Section 4.1.5.4.4.2)** section for more information.

4.2.6.1.3 Summary

This standard text area is where you type the Summary for your document. This text appears on the Portal when you mouse over the title of an event.



The screenshot shows the 'Summary' panel. It has a title 'Summary' in blue. Below it is a text area containing 'London 2012 Olympics & Paralympics - 13th July to 12th September 2012'. At the bottom is a rich text toolbar with icons for undo, redo, bulleted list, bold, italic, underline, link, unlink, and image.

Description, Keywords and Display Period

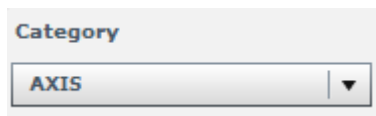
These fields are general and behave no differently than in the other entities.

Please refer to the **Editing Tools and Components (Section 4.1.5.4)** section for more information.

4.2.6.2 Details

The **Details** tab comprises several panels described below.

4.2.6.2.1 Category

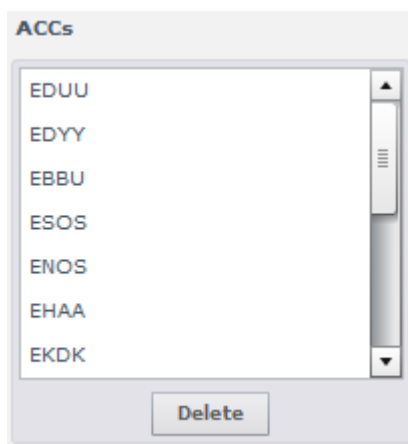
A screenshot of a software interface showing a dropdown menu titled "Category". The menu is open, displaying the word "AXIS" in blue text. To the right of the text is a small downward-pointing arrow icon.

Select the appropriate category from the drop-down list:

- AXIS
- SPECIAL
- MILITARY
- CRITICAL

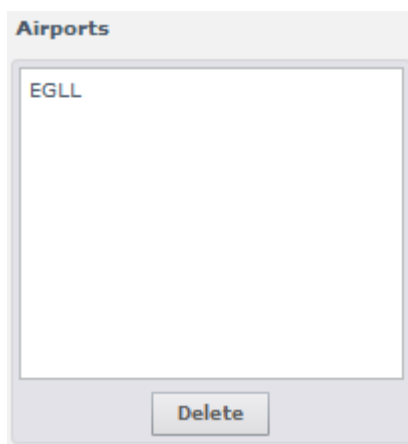
4.2.6.2.2 ACCs

Type in (or drag and drop from the ACC folder) the name of the ACC(s) involved in the event.

A screenshot of a software interface showing a list box titled "ACCs". The list box contains several airport codes: EDUU, EDYY, EBBU, ESOS, ENOS, EHAA, and EKDK. To the right of the list is a vertical scrollbar. Below the list box is a button labeled "Delete".

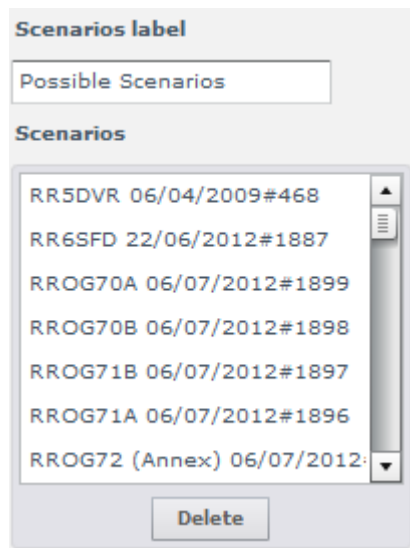
4.2.6.2.3 Airports

Type in (or drag and drop from the Airport folder) the name of the Airport(s) involved in the event.

A screenshot of a software interface showing a list box titled "Airports". The list box contains the airport code "EGLL". Below the list box is a button labeled "Delete".

4.2.6.2.4 Scenarios

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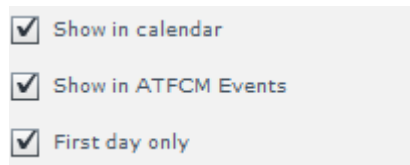


The screenshot shows a software interface with two main sections. The top section is titled "Scenarios label" and contains a text input field with the placeholder text "Possible Scenarios". Below this is a section titled "Scenarios" which contains a list box. The list box has a scroll bar and contains the following text entries: "RR5DVR 06/04/2009#468", "RR6SFD 22/06/2012#1887", "RROG70A 06/07/2012#1899", "RROG70B 06/07/2012#1898", "RROG71B 06/07/2012#1897", "RROG71A 06/07/2012#1896", and "RROG72 (Annex) 06/07/2012:". At the bottom of the "Scenarios" section is a button labeled "Delete".

Type in the **Scenarios label** field the title for your scenarios section.

Next drag and drop from the Scenario folder and into the **Scenarios** field, all the scenarios involved.

4.2.6.2.5 Display Options



The screenshot shows a section titled "Display Options" with three checkboxes, all of which are checked. The options are: "Show in calendar", "Show in ATFCM Events", and "First day only".

Lastly, check the **Display Options** as you wish:

- **Show in calendar:** will show the event in the NOP Calendar
- **Show in ATFCM Events:** will show the event in the ATFCM Events section - to be reserved to major events of significant impact (please coordinate with NOS when you are not sure)
- **First day only:** for events spanning over multiple days, this shows only the first day of the series in order not to clutter the Calendar.

4.2.7 CalendarEvent

The **CalendarEvents** folder contains a number of documents describing events to appear in the NOP Calendar:



We will be using an existing event (**London 2012 Olympics & Paralympics**) - see a small sample below:

WIND User Guide

[ATFCMEvent] London 2012 Olympics & Paralympics - 13th July to 12th September 2012

General Details

Title London 2012 Olympics & Paralympics - 13th July to 12th September 2012

Occurrence

01/03/2012 00:01
12/09/2012 23:59

Add

Summary

London 2012 Olympics & Paralympics - 13th July to 12th September 2012

Description

The event will take place in London and other UK Cities. For more information, please refer to the following link:
www.london2012.com

As you can see, this entity presents two edition tabs - **General** and **Details** - which are described in the next section.

4.2.7.1 General

4.2.7.2 Details

4.2.8 CalendarEventCategory

This folder contains the different **Event Categories** available for the creation or edition of Calendar events (**CalendarEvent**):



There are currently 4 categories readily available to you:

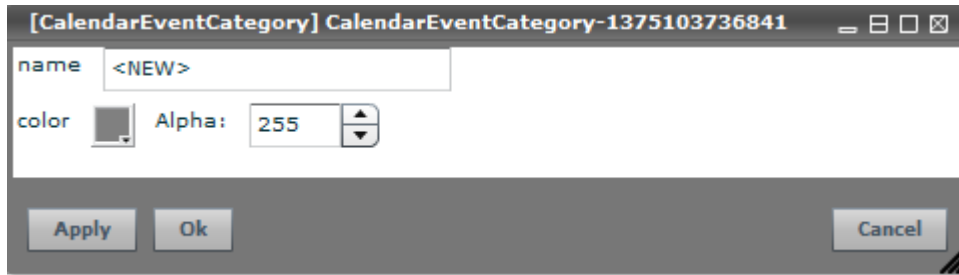
- NM News
- AIRAC
- FRIDAY

WIND User Guide

- HOLIDAY

This would normally be sufficient for most publication needs. You may however wish to create you own...

Adding Categories



- **name:** type in the name of the new Category.
- **color:** use the color picker to select of type in the color which will be distinctive to all events associated to this new category - like, for instance, when displayed in the Calendar.
- **Alpha:** you can additionally modify the value of the **Alpha** parameter - controlling the transparency of the color.
The Alpha value ranges from 255 (100% opaque) to 0 (totally transparent).

Do not forget to click on the **Apply** or the **Ok** button to respectively save the newly created item, or save it and close the component.

4.2.9 CFMUNews

The **CFMUNews** folder and entities are used to manage the content of the **NM News** Portlet.

CFMUNews entities are very similar to **HeadlineNews** ones - with two exceptions:

- there is no **Criticality** field
- there is no **Display in main view** check box - the visibility on the Portal is automatically managed by a parameter coming from the **CFMU_NEWS_PC** and usually set to 2, meaning that the two latest news will always be showing.

This can be set to another figure for a limited span and on certain occasions where it is necessary to show more concurrent news at the same time. It is however recommended not to exceed a number of 3 items in order not to clutter the **Main View**.



Pay attention to the **Display Period** you indicate, to ensure that there is always a minimum of two entries visible in the Portlet.

4.2.10 Country



Note: This information has no direct visibility on the portal as such.
You only create a new entity when required for feeding the Country field of other documents.

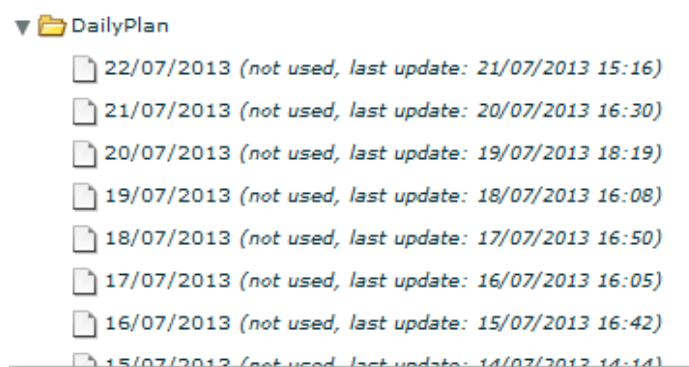
The creation of a new Country must be correlated to existing corresponding entities in CACD (ENV db).



Caution: WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

4.2.11 DailyPlan

The **DailyPlan** folder contains all the **Daily Plans** created for the Network and delivered via the NOP.



A DailyPlan document is a rather complex entity, designed to assemble a great number of heterogeneous elements of information in a manageable form.

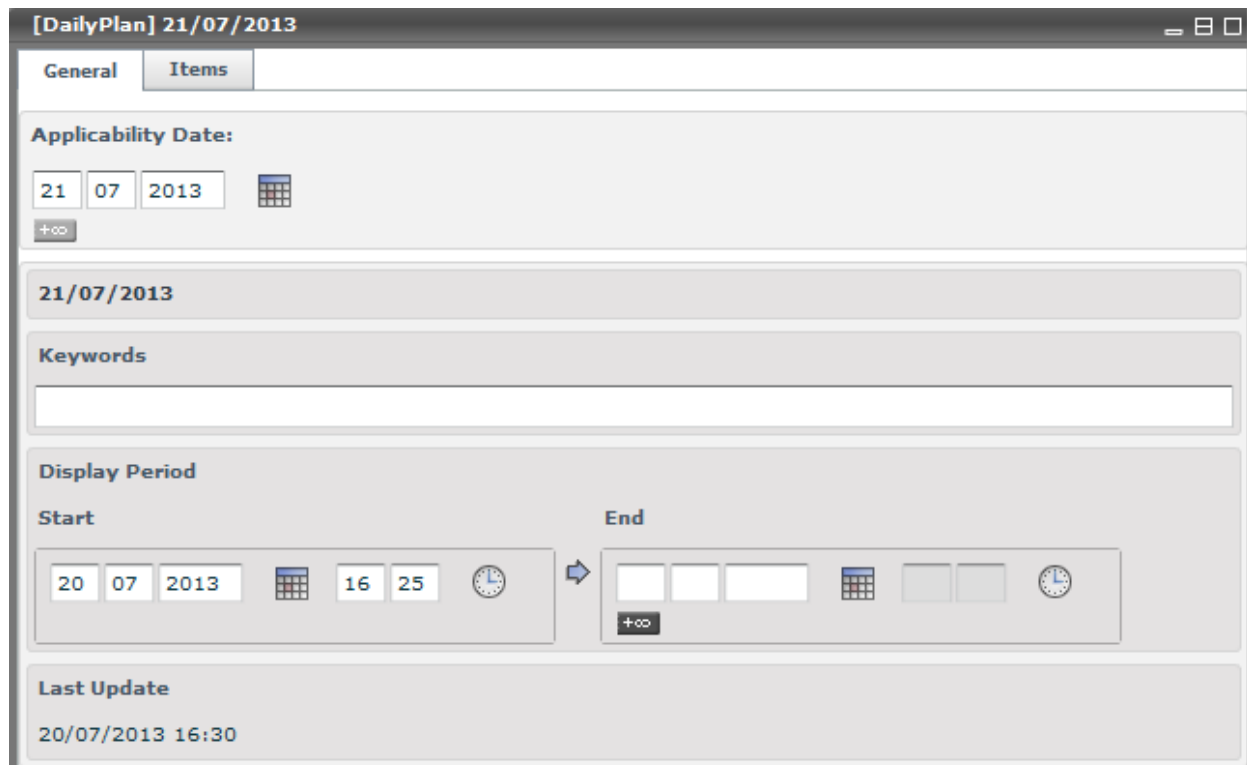
This information is spread across two main tabs, **General** and **Items**.

4.2.11.1 General

The General tab is depicted below - as you can see, it contains data of very general level, which do not require specific instructions as their editing features have already been covered in the **WIND Editor** section.

This is where you will specify:

- The **Applicability Date**,
- The **Keywords**,
- The **Display Period**.



[DailyPlan] 21/07/2013

General Items

Applicability Date:

21 07 2013 [Calendar Icon]

+∞

21/07/2013

Keywords

[Text Field]

Display Period

Start

20 07 2013 [Calendar Icon] 16 25 [Clock Icon]

End

[Text Field] [Calendar Icon] [Text Field] [Clock Icon]

+∞

Last Update

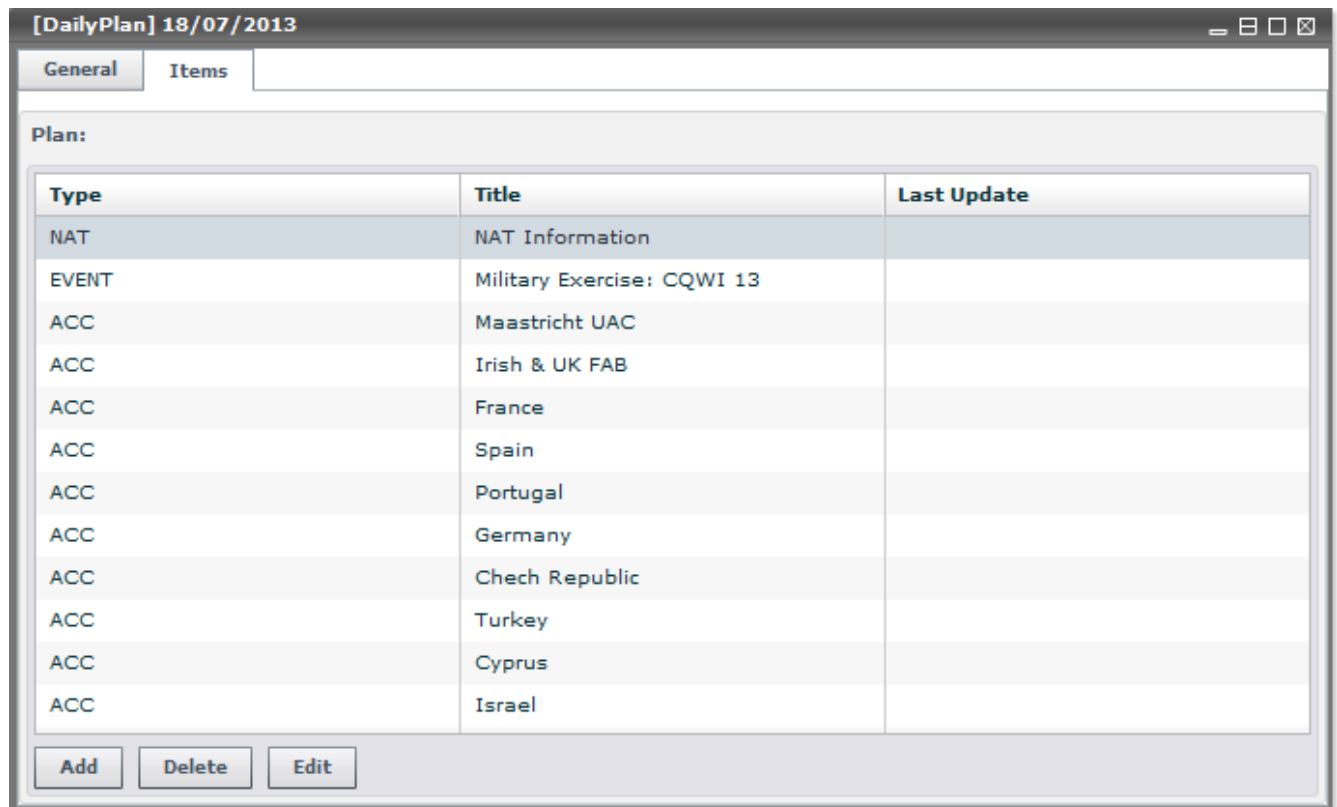
20/07/2013 16:30

4.2.11.2 Items

This tab lists the different Items being part of the Daily Plan, in the form of a simple table with three headers:

- **Type**
- **Title**
- **Last Update**

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At the bottom of the screen, you will find the familiar **Add**, **Delete** and **Edit** buttons.

The **Add** or the **Edit** command will each open the same interface, where the Item details are to be entered.

WIND User Guide

Daily Plan 18/07/2013, item: NAT Information

General Scenarios Links Map Updates

Item type

NAT

Title NAT Information

ACCs

Delete

Description

EASTBOUND PUBLISHED TRACKS:

RESNO 55N TO BEDRA 49N WITH THE CORE EXPECTED VIA: MALOT 53
.

WESTBOUND FORECAST TRACKS:

PIKIL 56N TO SOMAX 50N WITH THE CORE EXPECTED VIA: MALOT 53

Rich text editor toolbar: Undo, Redo, Bulleted list, Bold, Italic, Underline, Link, Unlink, Table, Print

As you can see, 5 new tabs are revealed, further described in the next sections:

- **General**
- **Scenarios**
- **Links**
- **Map**
- **Updates**

4.2.11.1 General

 This **General** tab is a sub-element of the **Items** tab. This Item tab is in turn located next to another **General** tab - both at the root level on the **DailyPlan (Section 4.2.11)** entity.

The **General** tab contains a number of elements grouped in two main panes.

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The screenshot shows a software window titled 'Item type'. It has a tabbed interface with tabs for 'General', 'Scenarios', 'Links', 'Map', and 'Updates'. The 'General' tab is selected. Inside the 'General' tab, there is a dropdown menu labeled 'Item type' with 'NAT' selected. Below this is a text input field labeled 'Title' containing the text 'NAT Information'. Underneath the title field is a large, empty rectangular box labeled 'ACCs'. At the bottom of the window, there is a 'Delete' button.

4.2.11.1.1 Item Type

This parameter allows you select one of the six proposed options:

- **HEADLINE**
- **EVENT**
- **ACC**
- **NAT**
- **WEATHER**
- **OTHER**

Doing so brings up a secondary input area, relevant to the selected Type.

Selecting **HEADLINE** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **EVENT** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **ACC** will prompt you to enter the following elements:

- ACC: the field into which you type in the name of the ACC.

Selecting **NAT** will prompt you to enter the following elements:

- Title: the title for the item
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **WEATHER** will prompt you to enter the following elements:

- Title: the title for the item

WIND User Guide

- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **OTHER** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

4.2.11.1.2 Description and Conclusion

Description

Due to a flypast to celebrate Belgian National Day and the King's Coronation
there will be a zero-rate for arrivals to EBBR/MB between 1500-1550 with moderate delays anticipated after the event for approximately 90 minutes.
Notams EB A1376/13 and A1380/13 refer.

Conclusion

Apply Ok

These are two text areas which you may complete to provide a **Description** for the item, and if relevant, a **Conclusion** as well.

4.2.11.2 Scenarios

The **Scenarios** tab contains two parameters, **Scenarios label** and **Agreed scenarios**, grouped in a single pane:

WIND User Guide

The screenshot shows the 'Scenarios' tab in the WIND application. At the top, there are five tabs: 'General', 'Scenarios', 'Links', 'Map', and 'Updates'. The 'Scenarios' tab is active. Below the tabs, there is a 'Scenarios label' field, which is currently empty. Below this, there is a section titled 'Agreed scenarios' which contains a large empty rectangular box. At the bottom left of the 'Agreed scenarios' section, there is an 'Add' button.

- **Scenarios label** is where you will type in the name for your Scenario
- **Agreed scenarios** is the field into which you enter the name of the scenario(s) part of the Plan.

4.2.11.2.1 Adding / Deleting a scenario

To **add** a scenario, click on the **Add** button to open a component allowing you to enter the name of the **Scenario** (mark the autotype feature which filters the possible matches as you type and allows you to select one from the proposed list) and an optional **Comment**.

Remember to click on the **Apply** button (bottom left of the window) to save your selection and have the selected scenario appear in the **Agreed scenarios** field.

Type RR into the box and an auto-filter drop-down list should appear. The user should select the scenario they want from the drop-down and click APPLY. To add another scenario click the ADD button again

This screenshot shows the 'Scenarios' tab with the 'Add' button clicked. A dialog box is open, allowing the user to add a new scenario. The dialog has a 'Scenario:' label and a text input field. The input field contains 'RR4TCX 25/07/2013=2056'. Below the input field, a dropdown menu is open, displaying a list of scenarios: 'RR4TCX 25/07/2013...', 'RR4EPX 28/07/2013...', 'RR2EPX 27/07/2013...', 'RR1GX 26/07/2013#...', 'RR4TCX 26/07/2013...', 'RR8TCX 26/07/2013...', and 'RR6TCX 26/07/2013...'. A green checkmark is visible next to the first option. To the left of the dropdown, there is a '<New>' button. Below the dropdown, there are 'Add' and 'Delete' buttons. At the bottom of the dialog, there is a row of icons: a green checkmark, a green X, a yellow X, a red X, a magnifying glass, a list icon, a calendar icon, and a document icon.

To **delete** a scenario, first select the one you want to remove from the list. This will bring the **Delete** button you will use to actually remove the entry.

4.2.11.3 Links

The **Links** tab allows you to link additional material to the Daily Plan:

WIND User Guide

- A **Link**, either **INTERNAL** or **EXTERNAL** (check the **Content Link (Section 4.1.5.4.5)** section for more information on links) and its associated **Label**,
- An **Image** (check the **Files Resources (Section 4.1.5.5)** section to see how to manage images in WIND),
- And an optional **Description**.

General Scenarios Links Map Updates

Additional information link

Label: Eastbound Track Map:

Link: INTERNAL

File Name Eastbound_2013_03_15.gif ✓

Image:

File Name

Description:

Undo Redo Bulleted List Bold Italic Underline Link Unlink Insert Image Print

4.2.11.4 Map

This is what the **Map** tab looks like when first opened:

WIND User Guide

General

Scenarios

Links

Map

Updates

Reference Locations

ID

☒ REG ☐ AD ☐ AZ ☐ AS ☐ PT ☐ RT ☐ RS

Query...

Linked Reference Locations

☒ Show All

Queried Reference Locations

Add Portion

This is where you indicate the reference locations to be drawn on the Daily Plan map.

4.2.11.4.1 Adding Locations

First search for all locations matching your query settings and then click on the **Query...** button to populate the right-hand **Queried Reference Locations** column:

General

Scenarios

Links

Map

Updates

Reference Locations

ID

☒ REG ☐ AD ☐ AZ ☐ AS ☐ PT ☐ RT ☐ RS

Query...

Linked Reference Locations

☒ Show All

Queried Reference Locations

EG07G01E- REG - EG07GLAK-TV
EG25GX01- REG - EG25GX-TV
EG32G01E- REG - EG32GDTs-TV
EGCCA01- REG - EGCCARR-TV
EGLCA01- REG - EGLCARR-TV
EGPOR01- REG - EGG4POR-TV

Add Portion

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The query settings will make use of the following parameters:

- **ID**: the ID of the reference location - note that you can use the * wildcard (at the beginning, somewhere in the middle, or at the end of the search string);
- **REG, AD, AZ, AS, PT, RT, RS**: checkboxes to enlarge the search scope to the selected arguments (REG being selected by default).

The next step will be to select (multiple selection is possible while holding the **ctrl** key down) the desired location(s) and click on the  left arrow to move them to the left-hand **Linked Reference Locations** column - as

depicted below:

1. selection

Linked Reference Locations ☒ Show All	Queried Reference Locations
	EG07G01E- REG - EG07GLAK-TV
	EG25GX01- REG - EG25GX-TV
	EG32G01E- REG - EG32GDTS-TV
	EGCCA01- REG - EGCCARR-TV
	EGLCA01- REG - EGLCARR-TV
	EGPOR01- REG - EGG4POR-TV

2. click on the **Move Left** arrow



3. ... and see the result

Linked Reference Locations ☒ Show All	Queried Reference Locations
EGLCA01- REG - EGLCARR-TV	EG07G01E- REG - EG07GLAK-TV
EGCCA01- REG - EGCCARR-TV	EG25GX01- REG - EG25GX-TV
EG32G01E- REG - EG32GDTS-TV	EG32G01E- REG - EG32GDTS-TV
EG07G01E- REG - EG07GLAK-TV	EGCCA01- REG - EGCCARR-TV
	EGLCA01- REG - EGLCARR-TV
	EGPOR01- REG - EGG4POR-TV

4.2.11.4.2 Removing Locations

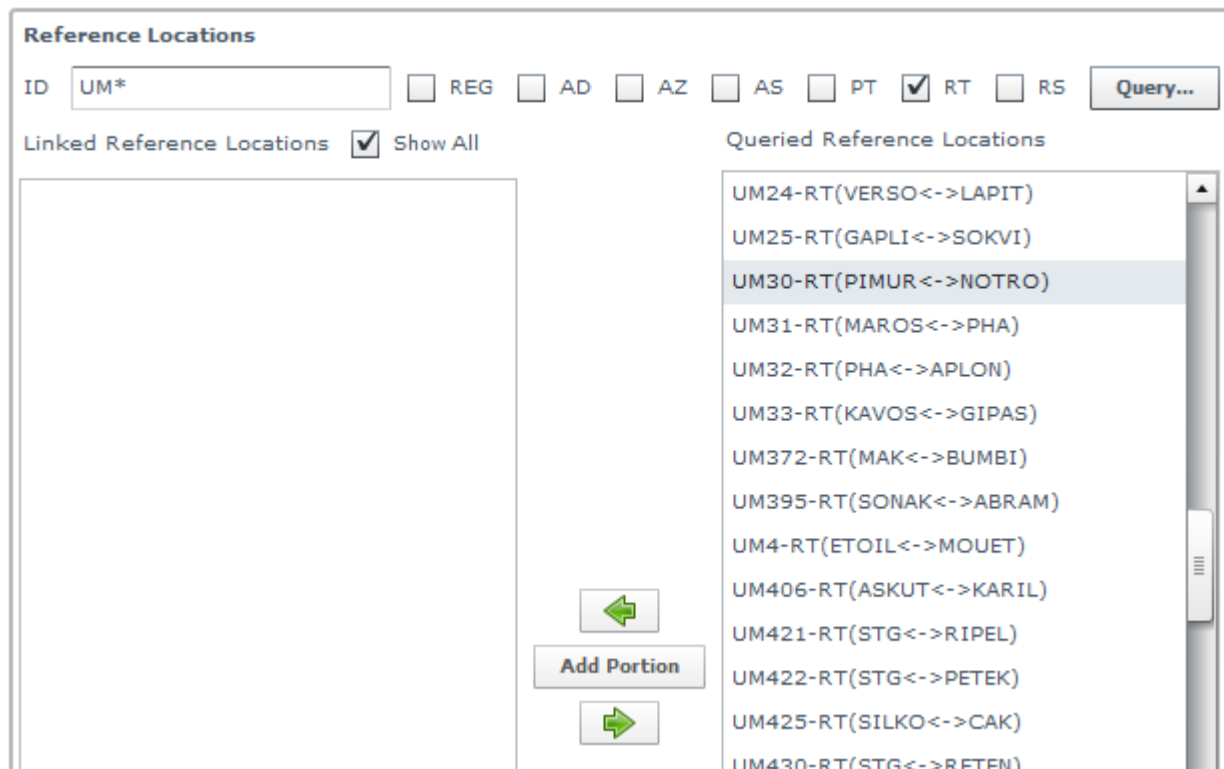
Simply select the location(s) to remove from the Linked Reference Locations column and click on the right arrow button.

4.2.11.4.3 Add Portion

The **Add Portion** button serves to add portion(s) of route(s) to the map elements

The example below shows the steps involved in adding to the **Linked Reference Locations** list the **PIMUR <> ZORBA** portion from route UM30:

WIND User Guide



Reference Locations

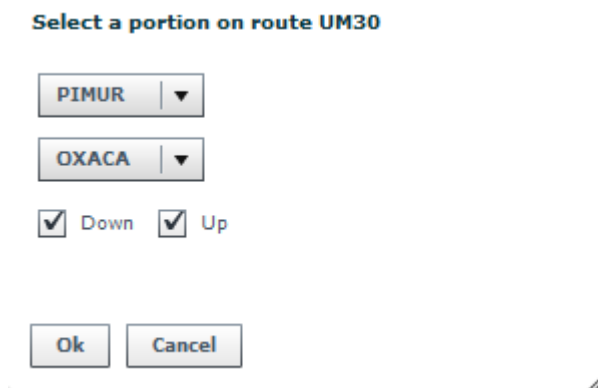
ID ☐ REG ☐ AD ☐ AZ ☐ AS ☐ PT ☒ RT ☐ RS

Linked Reference Locations ☒ Show All

Queried Reference Locations

- UM24-RT(VERSO<->LAPIT)
- UM25-RT(GAPLI<->SOKVI)
- UM30-RT(PIMUR<->NOTRO)**
- UM31-RT(MAROS<->PHA)
- UM32-RT(PHA<->APLON)
- UM33-RT(KAVOS<->GIPAS)
- UM372-RT(MAK<->BUMBI)
- UM395-RT(SONAK<->ABRAM)
- UM4-RT(ETOIL<->MOUET)
- UM406-RT(ASKUT<->KARIL)
- UM421-RT(STG<->RIPEL)
- UM422-RT(STG<->PETEK)
- UM425-RT(SILKO<->CAK)
- UM430-RT(STG<->RETFN)

1. Launch a **Query...** for the **UM*** search string with the **RT** filter checked on,
2. Select **UM30-RT** from the list of **Queried Reference Locations**,
3. Click on the **Add Portion** button to open a dialog box:



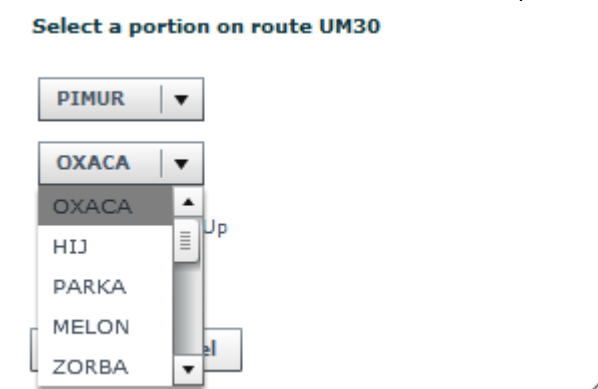
Select a portion on route UM30

▼

▼

☒ Down ☒ Up

4. Locate and select ZORBA from the second drop-down list:



Select a portion on route UM30

▼

▼

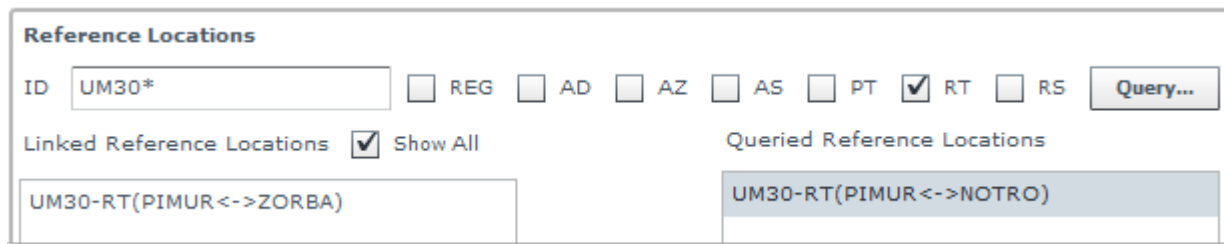
OXACA
HIJ
PARKA
MELON
ZORBA

☒ Up

5. Click on the **OK** button

The selected route portion has been added to the Linked Reference Locations list:

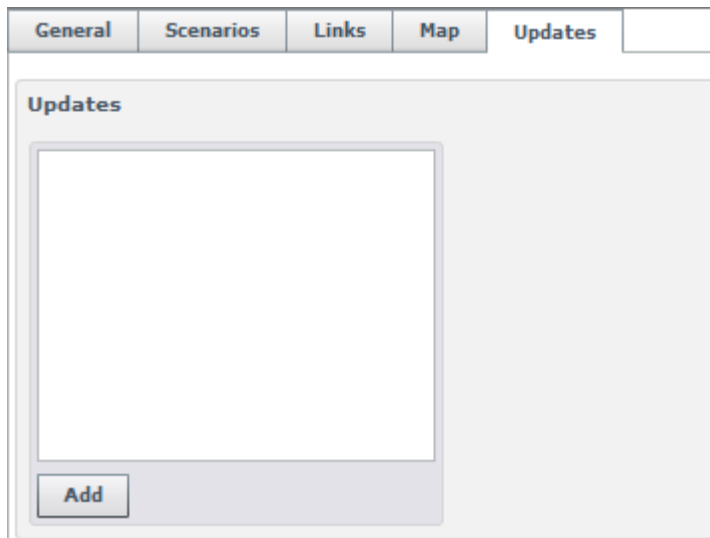
WIND User Guide



The 'Reference Locations' dialog box features a title bar and a main area. At the top, it has a label 'Reference Locations'. Below this, there is an 'ID' field containing 'UM30*'. To the right of the ID field are several checkboxes: 'REG', 'AD', 'AZ', 'AS', 'PT', 'RT' (which is checked), and 'RS'. A 'Query...' button is located to the right of these checkboxes. Below the ID field, there is a section for 'Linked Reference Locations' with a checked 'Show All' checkbox. To the right of this is a section for 'Queried Reference Locations'. Both sections have text input fields. The 'Linked Reference Locations' field contains 'UM30-RT(PIMUR<->ZORBA)'. The 'Queried Reference Locations' field contains 'UM30-RT(PIMUR<->NOTRO)'.

4.2.11.5 Updates

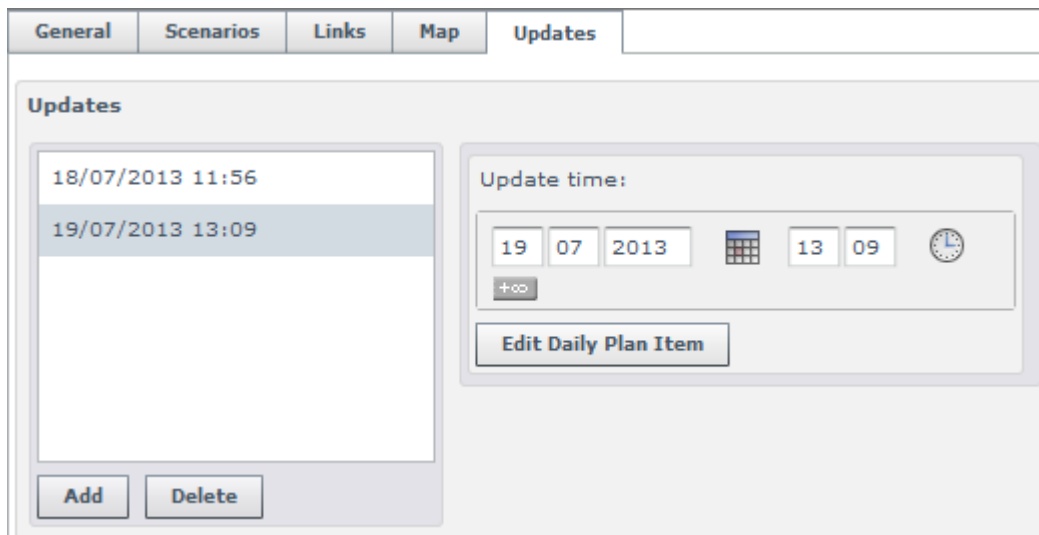
The last tab is labelled **Updates**.



The 'Updates' tab is shown with a title bar and a main area. The title bar has tabs for 'General', 'Scenarios', 'Links', 'Map', and 'Updates'. The main area has a title 'Updates' and a large empty text box. Below the text box is an 'Add' button.

This is where updates to the (published) Daily plan are to be created.

Consecutive updates are listed sequentially, allowing you to either delete (with the **Delete** button) or modify them (with the **Edit Daily Plan Item** button):



The 'Updates' tab is shown with a title bar and a main area. The title bar has tabs for 'General', 'Scenarios', 'Links', 'Map', and 'Updates'. The main area has a title 'Updates' and a list of updates. The list contains two entries: '18/07/2013 11:56' and '19/07/2013 13:09'. Below the list are 'Add' and 'Delete' buttons. To the right of the list is a section for 'Update time:' with a date picker showing '19 07 2013' and a time picker showing '13 09'. Below the date and time pickers is an 'Edit Daily Plan Item' button.

4.2.11.5.1 Adding an update

Click on the **Add** button to create an update entry. Doing so opens a new instance of the whole editing content of the Daily Plan, allowing to make changes to any of its parameters. This allows to keep track of modifications - and tells the NOP to use the last saved (and published) version of the Plan.

Do not forget to click on the **Apply** or **OK** button to store your changes in the current View.

4.2.12 DailyReport

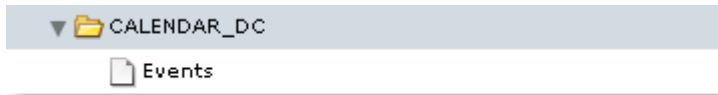
 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.13 CALENDAR_DC

4.2.13.1 Preliminary - Opening the FCU

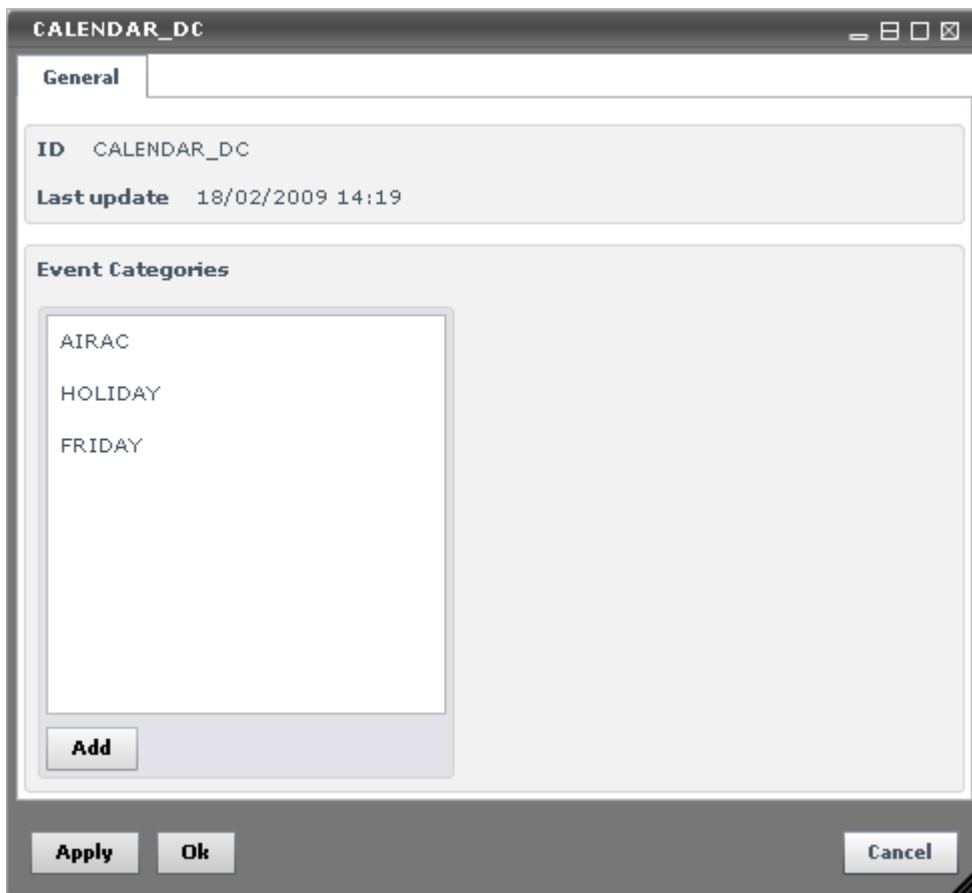
You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

The **CALENDAR_DC** FCU consists of two elements, the **CALENDAR_DC** folder and an **Events** document.



Both are editable and configurable.

4.2.13.2 CALENDAR_DC



Besides indicating the name of the FCU and its last update date and time, the CALENDAR_DC also keeps the list of the Event Categories which you will use later on to create events in the Events document.

WIND User Guide



To be able to add or edit items in the Event Categories, first make sure that the FCU is **checked out** ('FCU Editing Status' in the on-line documentation).

Adding Categories

If you want to create a new category, simply click on the **Add** button.

A <NEW> entry is added to the list:

The screenshot shows the 'Event Categories' window. On the left, a list box contains 'HOLIDAY', 'FRIDAY', 'AIRAC', and '<NEW>'. The '<NEW>' item is highlighted. To the right, there is a 'name' text box containing '<NEW>', a 'color' field with a black color swatch, and an 'Alpha' spinner box set to '255'. At the bottom left of the window are 'Add' and 'Delete' buttons.

You can give it a name and designate a color, which will be distinctive to all events associated to this new category - like, for instance, when displayed in the Calendar.

See the example below:

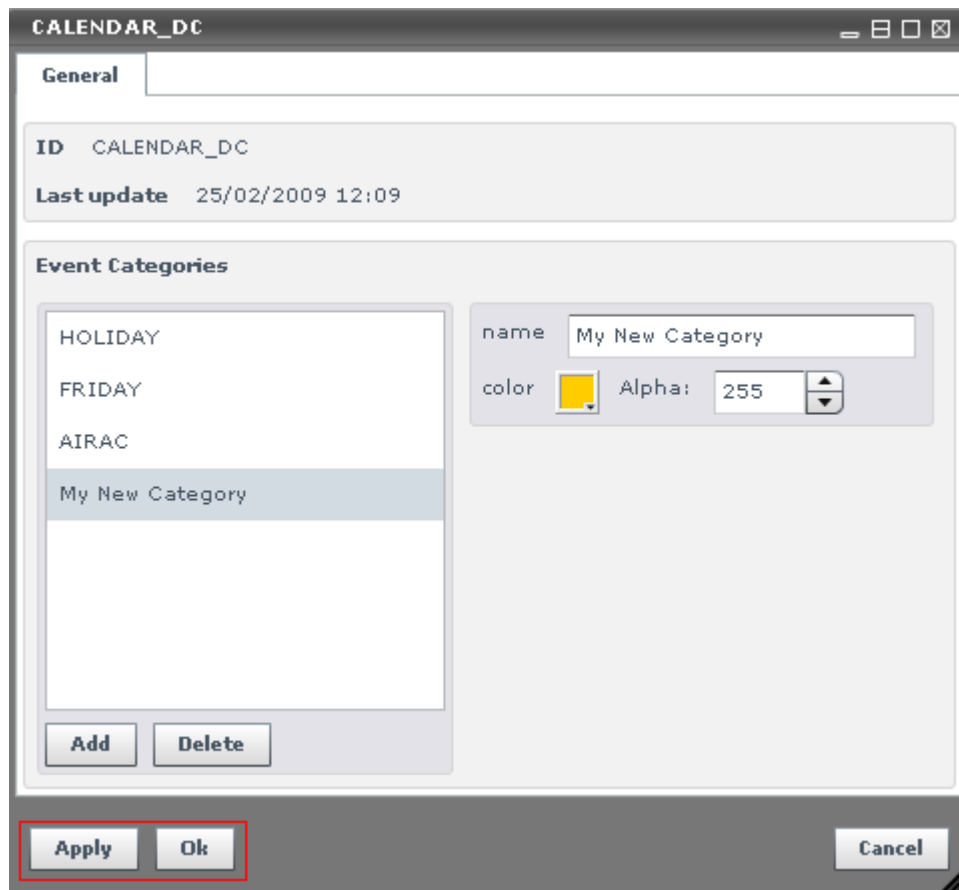
This screenshot shows the 'Event Categories' window with a color picker open. The 'name' field now contains 'My New Category'. The 'color' field shows a yellow color swatch and the hex code 'FFCC00'. The 'Alpha' field remains at '255'. A color picker dialog is open in the foreground, displaying a grid of various colors. A mouse cursor is pointing at a yellow-orange color in the grid.

You can additionally modify the value of the **Alpha** parameter - controlling the transparency of the color.

The Alpha value ranges from 255 (100% opaque) to 0 (totally transparent).

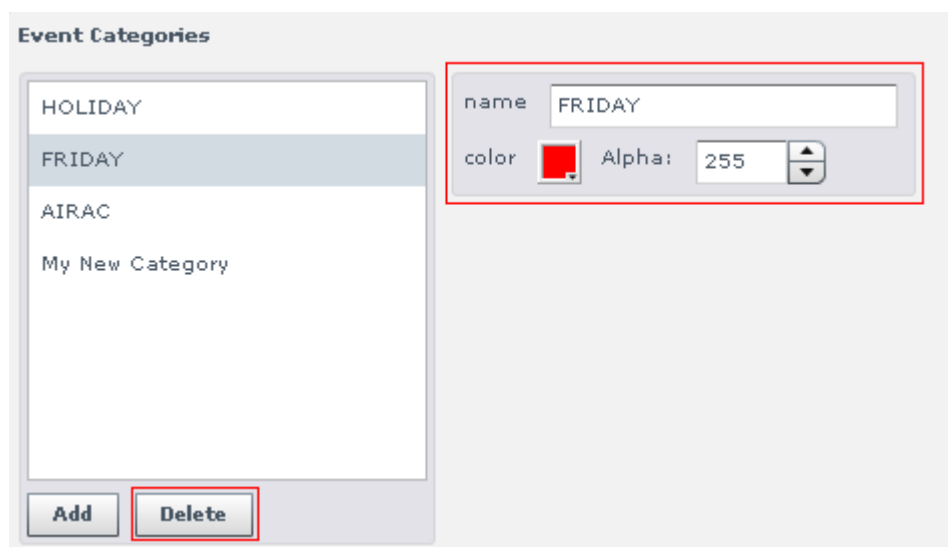
Do not forget to click on the **Apply** or the **Save** button to respectively save the newly created item, or save it and close the component. And notice how the **Last Update** information has changed:

WIND User Guide



Editing / Deleting Categories

Editing an Event Category is a simple process - just click on its name to access the configuration palette as highlighted below:



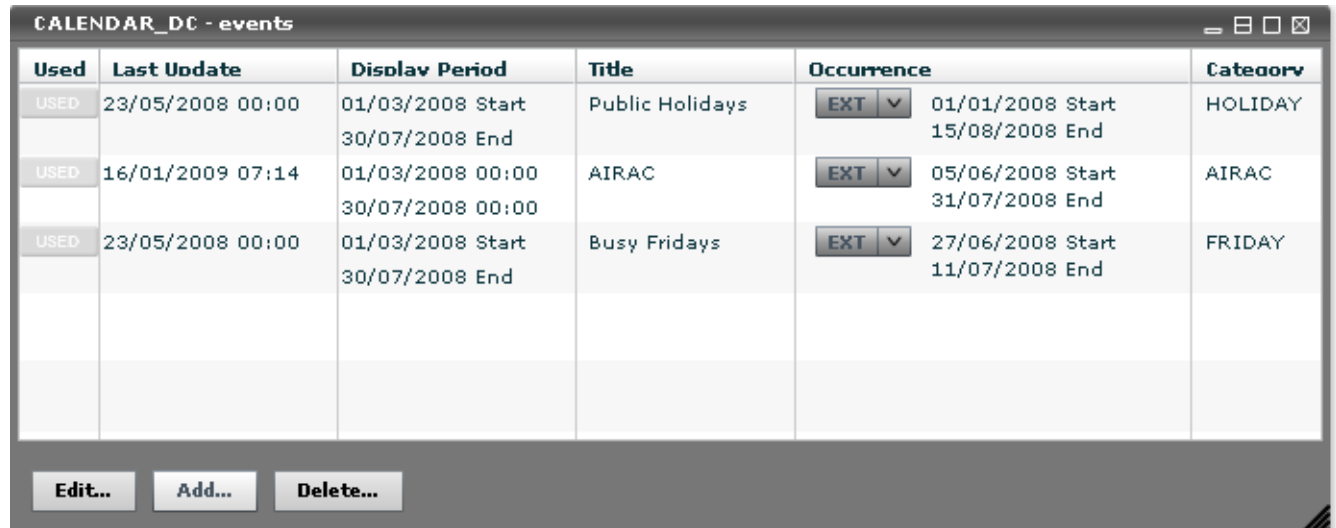
In the Edit mode, a **Delete** button is located next to the Add button, allowing you to delete the currently selected category.

4.2.13.1 Events

4.2.13.1.1 Preliminary - Opening the FCU

WIND User Guide

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.



Used	Last Update	Display Period	Title	Occurrence	Category
USED	23/05/2008 00:00	01/03/2008 Start 30/07/2008 End	Public Holidays	EXT 01/01/2008 Start 15/08/2008 End	HOLIDAY
USED	16/01/2009 07:14	01/03/2008 00:00 30/07/2008 00:00	AIRAC	EXT 05/06/2008 Start 31/07/2008 End	AIRAC
USED	23/05/2008 00:00	01/03/2008 Start 30/07/2008 End	Busy Fridays	EXT 27/06/2008 Start 11/07/2008 End	FRIDAY

The FCU opens on a list of **Events**.

See the **Sorting Data (Section 4.1.5.4.7)** section to read more on sorting elements in a list.



To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

4.2.13.1.2 Editing Events

There are two methods to open an Event for editing:

- double-click anywhere on its row in the table
- select it and click on the **Edit** button.

Each of these actions opens the relevant event in the edition mode, as shown below:

WIND User Guide

CALENDAR_DC - events - Public Holidays

General Calendar

Title Public Holidays

Occurrence

01/01/2008 Start
01/01/2008 End
15/08/2008 Start
15/08/2008 End

Add

Summary

Description

Eurocontrol Public Holidays

Keywords

Calendar

Display Period

WEF 01 03 2008 00 00

TTL 30 07 2008 00 00

Last Update

23/05/2008 00:00

Apply Ok Cancel

The Event window is split in two distinctive tabs, **General (Section 4.2.13.1.1)** and **Calendar (Section 4.2.13.1.2)**. By default, the component will open with the **General** Tab selected.

4.2.13.1.1 General

The **General** Tab comprises 3 main panels, containing:

- **Title, Occurrence** and **Summary** for the first one;
- **Description** for the second one;
- **Keywords, Display Period** and **Last update** for the third and last one.

4.2.13.1.1.1 First Panel

WIND User Guide

Title Public Holidays

Occurrence

01/01/2008 Start	01/01/2008 End
15/08/2008 Start	15/08/2008 End

Add

Summary

Toolbar: Undo, Redo, Copy, Bold, Italic, Underline, List, Link, Unlink, Print

Title

The Title field contains the name of the event

Occurrence

The Occurrence section lists all the occurrences of a given event, expressed as a pair of **Start** date and **End** date.

You Edit an occurrence by simply clicking on its row in the table. You create a new Occurrence by clicking on the **Add** button. And you delete a selected one by clicking on the **Delete** button.

Occurrence

15/08/2008 Start	15/08/2008 End
25/02/2009 13:12	+∞

Add Delete

WEF

25 02 2009 13 12

TIL

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 4.1.5.4.4.1)** will help you entering the desired values.

Summary

This is where you enter a short text presenting a summary of the event. This is the text which will be displayed in the Calendar Portlet, when you mouse over an event marker.

The Summary field allows **tagged text (Section 4.1.5.4.1)**.

4.2.13.1.1.2 Second Panel

WIND User Guide

The screenshot shows a text area labeled "Description" containing the text "Eurocontrol Public Holidays". Below the text area is a toolbar with icons for undo, redo, bulleted list, bold, italic, underline, link, unlink, insert image, and print.

Description

This is where you enter a longer text detailing the event. This is the text which will be displayed in the Calendar Detached View, when you consult the details on an event.

The Description field allows **tagged text (Section 4.1.5.4.1)**.

4.2.13.1.1.3 Third Panel

The screenshot shows the "Third Panel" with the following sections:

- USED Public Holidays**
- Keywords**: A text field containing "Calendar".
- Display Period**:
 - WEF**: 01 03 2008, 00 00 (with a calendar icon and a clock icon).
 - TIL**: 30 07 2008, 00 00 (with a calendar icon, a clock icon, and a "+∞" button).
- Last Update**: 23/05/2008 00:00

Keywords

The Keywords field is there for you to enter, separated by a coma, all the words you would like the Search engine to pick in order to find the concerned event.

Display Period

These settings tell the **WEF** and **TIL** dates and time, defining the period during which the event will be visible on the Portal.

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 4.1.5.4.4.1)** will help you entering the desired values.

Last Update

This indicates the date and time of the last update.

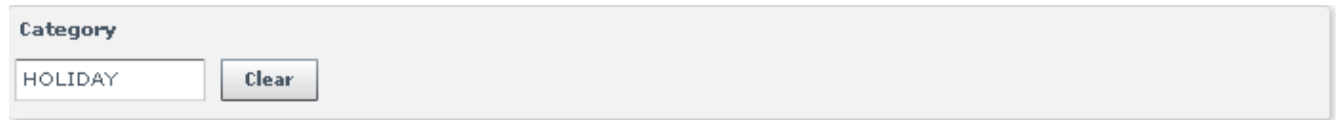
4.2.13.1.2 Calendar

The **Calendar** Tab comprises 2 main panels, containing:

- **Category** for the first one;
- **Content link** for the second and last one.

WIND User Guide

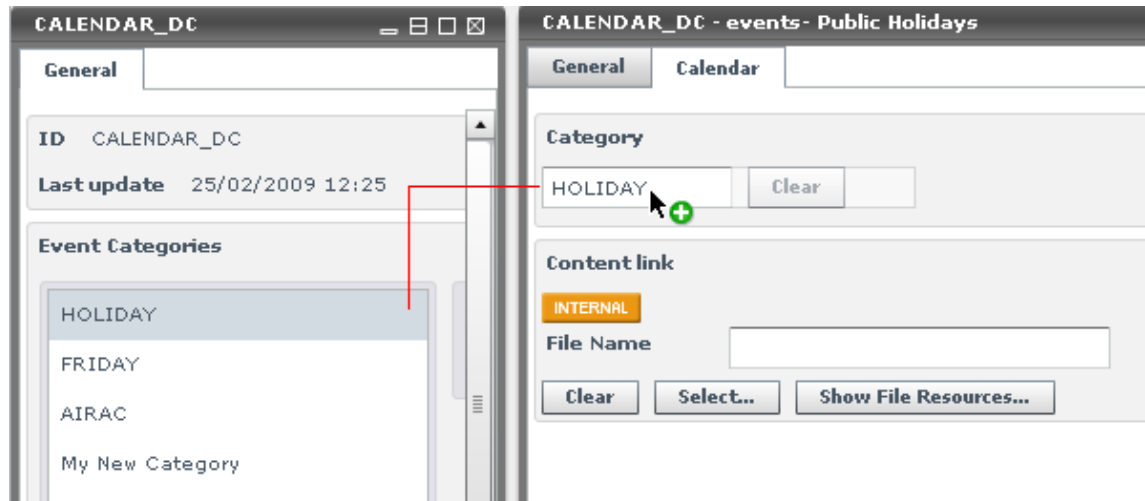
4.2.13.1.2.1 First Panel



Category

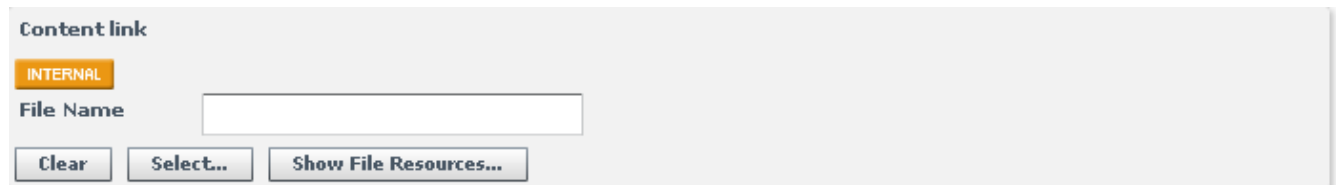
Contains the Category to which the event is associated.

To create such an association, simply **drag and drop (Section 4.1.5.4.8)** the desired category name from the **CALENDAR_DC (Section 4.2.13)** main FCU into the Category text field:



The **Clear** button initialises the Category field in case you want to create a new association.

4.2.13.1.2.2 Second Panel

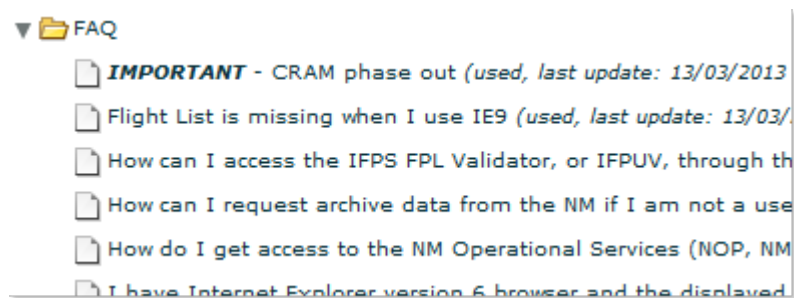


Content link

This is where you enter to which file or URL the event would provide a link. See the **Content Link (Section 4.1.5.4.5)** section for more information on how to use this feature.

4.2.14 FAQ

The **FAQ** folder contains a list of FAQ (frequently asked questions) to be presented in the NOP.



Each FAQ is basically formed by a typical question of general interest to the NOP user - and the answer provided.

WIND User Guide

This is reflected in the editing structure of the FAC entity, which comprises the following parameters:

- The **Question / Answer** pair ...

Question

Flight List is missing when I use IE9

Answer

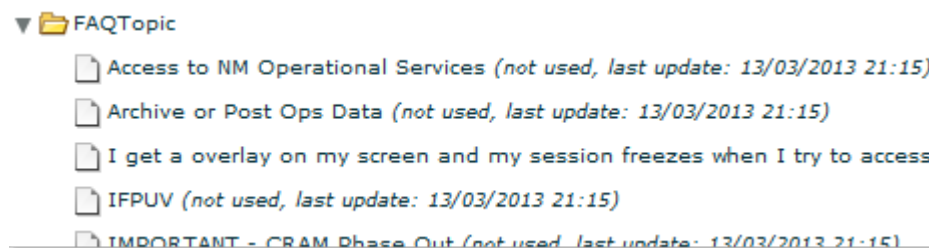
The browser has to be set in Compatibility Mode. Please download <a rsc="ie9_compa attachment.

- ... and the regular **Keywords**, **Display Period** and **Last Update** fields - not described here.

The FAQ entities need to be imported in one or more FAQ Topics in order to be visible on the NOP - see how to achieve this in the **next section (Section 4.2.15)**.

4.2.15 FAQTopic

This folder contains the different **FAQTopic** available for the creation or edition of a FAQ entity:



4.2.15.1 Creating / Editing Topics

Please refer to the **Editing a WIND Document (Section 4.1.5)** section for more information on general WIND features.

Once opened, the Topics edit window shows two tabs: **General** and **FAQs**, further detailed in the next sections.

[FAQTopic] Access to NM Operational Services

General FAQs

Title Access to NM Operational Services

All view scopes

4.2.15.2 General

The **General** Tab comprises 2 main panels, containing:

- **Title** and **Scopes** for the first one;
- **Keywords**, **Display Period** and **Last Update** for the second and last one.

WIND User Guide

First Panel



The First Panel UI mockup shows a 'Title' field with the text 'Access to NM Operational Services'. Below the title are two sections: 'All view scopes' and 'Main view scopes'. Each section contains five buttons: 'POS' (blue), 'TAC' (orange), 'PRE' (purple), 'STR' (green), and 'R' (grey). In the 'All view scopes' section, all buttons are brightly colored. In the 'Main view scopes' section, the 'POS', 'TAC', 'PRE', and 'STR' buttons are brightly colored, while the 'R' button is dimmed/greyed out.

Title

The Title field contains the name of the Topic.

All view / Main scopes

All view scopes: Five buttons allow you to set in which of the phases any of the views (Main or Detached) will show.

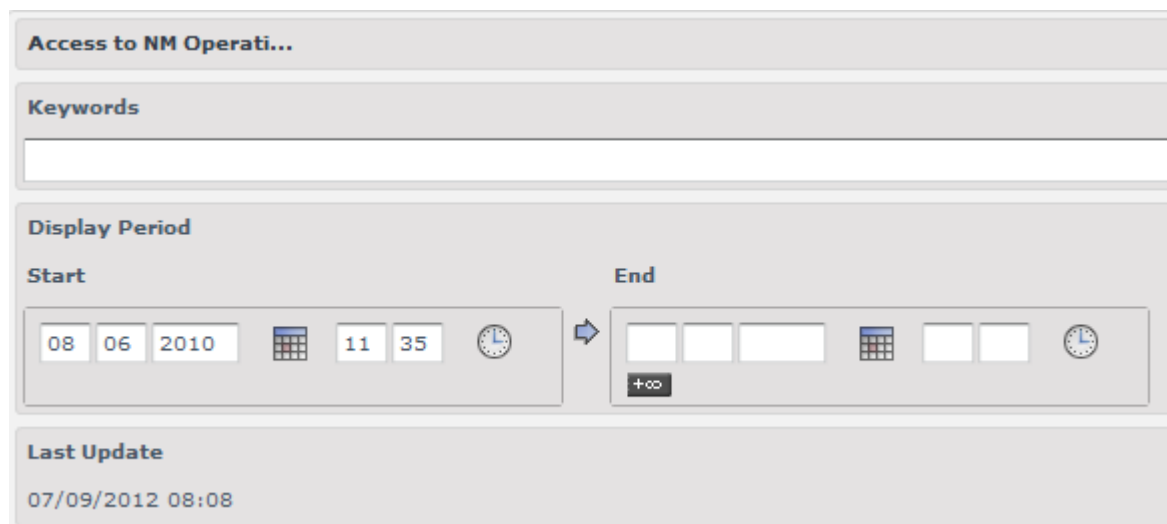
Main view scopes: These allow you to set in which of the phases a Portlet is shown in the Main view.

Click on a phase button to toggle it on (brightly colored - as in the example above) or off (dimmed / greyed out as in the example below)



A row of five buttons: 'POS' (blue), 'TAC' (orange), 'PRE' (purple), 'STR' (green), and 'R' (grey). The 'R' button is dimmed/greyed out, while the others are brightly colored.

Second Panel



The Second Panel UI mockup shows a 'Title' field with the text 'Access to NM Operati...'. Below the title are three sections: 'Keywords', 'Display Period', and 'Last Update'. The 'Keywords' section has a text input field. The 'Display Period' section has 'Start' and 'End' labels. The 'Start' section has a date picker showing '08/06/2010' and a time picker showing '11:35'. The 'End' section has a date picker showing '11/35' and a time picker showing '11:35'. The 'Last Update' section shows the date and time '07/09/2012 08:08'.

Keywords

Check the **Keywords / Search (Section 4.1.5.4.3)** section for details.

Display Period

Check the **Set Date and Time (Section 4.1.5.4.4.1)** section for details.

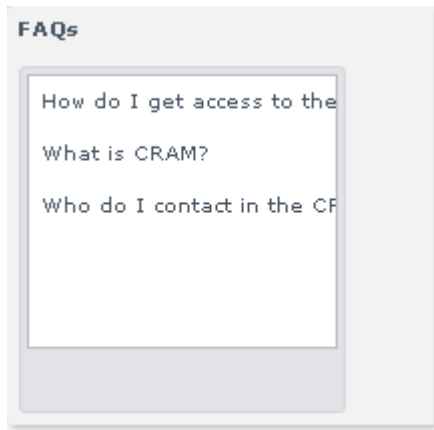


Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

4.2.15.3 FAQs

The **FAQs** Tab comprises only one panel:

WIND User Guide



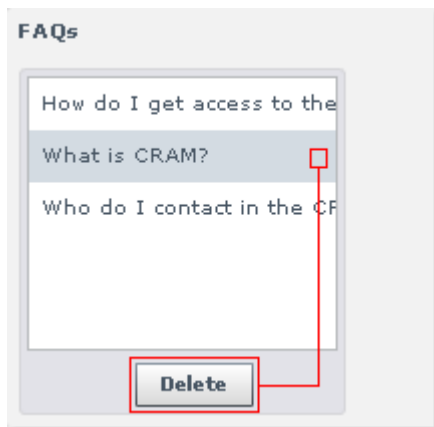
It shows a list of all FAQ questions to be associated to the opened topic.

4.2.15.4 Adding a question to a Topic

Simply drag a question from the **FAQ** folder and drop it into the FAQs window. Check the **Drag and Drop (Section 4.1.5.4.8)** section for details.

4.2.15.5 Deleting a question from a Topic

All you need to do is to select / highlight the question to be removed. This will reveal the **Delete** button, on which you click to engage the deletion process.



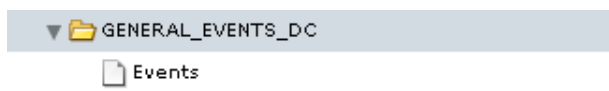
 Remember that you still need to **Save ('Workflow' in the on-line documentation)** these changes to the entity.

4.2.16 GeneralEvent

4.2.16.1 Preliminary - Opening the FCU

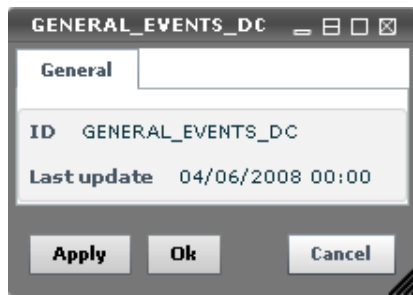
You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

The **GENERAL_EVENTS_DC** FCU consists of two elements, the **GENERAL_EVENTS_DC** folder and an **Events** document.



While **Events** is editable, there is little you can do with **GENERAL_EVENTS** besides getting the ID of the FCU and its last update date and time:

WIND User Guide



The FCU opens on a list of **Events**:

Used	Last Update	Display Period	Title	Occurrence	Calendar	Location
USED	13/02/2009 14:26	13/01/2009 08:00 13/01/2009 23:59	Provisional Council	EXT 21/01/2009 08:00 21/01/2009 18:00	☒	
USED	20/02/2009 12:24	20/02/2009 12:24 +∞	ATFCM ODSG/16	EXT 24/02/2009 12:24 25/02/2009 12:24	☒	EUROCONTROL
USED	20/02/2009 12:11	20/02/2009 12:08 +∞	Operations Coordi	EXT 04/02/2009 12:10 04/02/2009 12:10	☒	EUROCONTROL

Buttons at the bottom: Edit..., Add..., Delete...

This is where you will enter all ATFCM events likely to have an impact on the operations.

These events are displayed either through the **Events and Meetings** Portlet, or via the **Calendar** Portlet, when the check box in the Calendar column is checked.

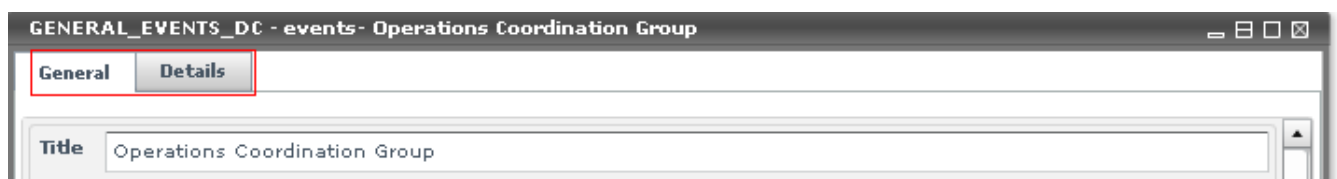
See the **Sorting Data (Section 4.1.5.4.7)** section to read more on sorting elements in a list.

 To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

4.2.16.2 Editing Events

See the **Editing a FCU (Section 4.1.5)** section for the general information.

Once opened, the Event edit window shows two tabs: **General (Section 4.2.16.1)** and **Details (Section 4.2.16.2)**, further detailed in the next sections.



4.2.16.1 General

The **General** Tab comprises 3 main panels, containing:

- **Title, Occurrence** and **Summary** for the first one;
- **Description** for the second one;
- **USED, Keywords, Display Period** and **Last update** for the third and last one.

4.2.16.1.1 First Panel

WIND User Guide

The screenshot shows a web application window titled "Operations Coordination Group". It has two main sections: "Occurrence" and "Summary". The "Occurrence" section contains a list box with two entries: "04/02/2009 12:10" and "04/02/2009 12:10", and an "Add" button below it. The "Summary" section contains a large text area with the text "Ad Hoc meeting" and a toolbar with icons for undo, redo, undo, bold, italic, underline, bulleted list, link, calendar, and print.

Title

The Title field contains the name of the event

Occurrence

The Occurrence section lists all the occurrences of a given event, expressed as a pair of **Start** date and **End** date.

You Edit an occurrence by simply clicking on its row in the table. You create a new Occurrence by clicking on the **Add** button. And you delete a selected one by clicking on the **Delete** button.

The screenshot shows a web application window titled "Occurrence". It has two main sections: "Occurrence" and "Summary". The "Occurrence" section contains a list box with three entries: "15/08/2008 Start", "15/08/2008 End", and "25/02/2009 13:12 +00". Below the list box are "Add" and "Delete" buttons. The "Summary" section contains a text area with the text "Ad Hoc meeting" and a toolbar with icons for undo, redo, undo, bold, italic, underline, bulleted list, link, calendar, and print.

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 4.1.5.4.4.1)** will help you entering the desired values.

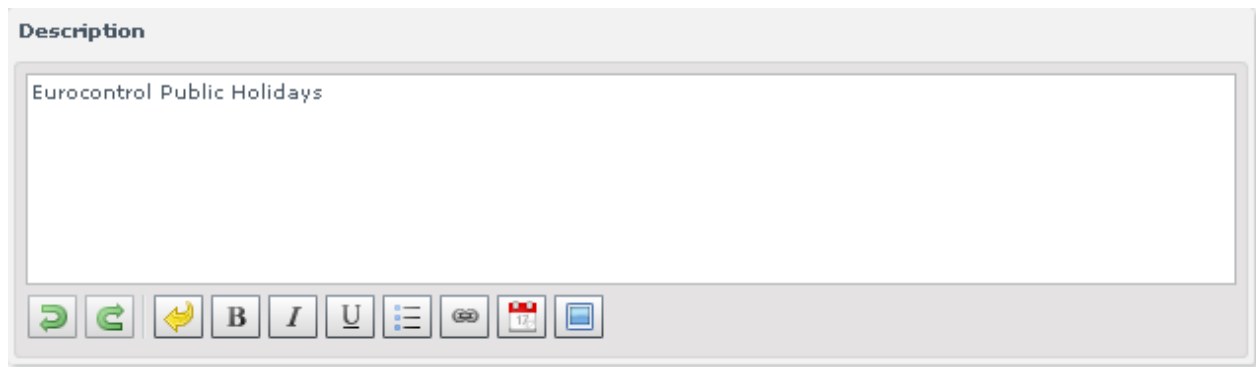
Summary

This is where you enter a short text presenting a summary of the event. This is the text which will be displayed in the **Events and Meetings** Portlet.

The Summary field allows **tagged text (Section 4.1.5.4.1)**.

4.2.16.1.2 Second Panel

WIND User Guide

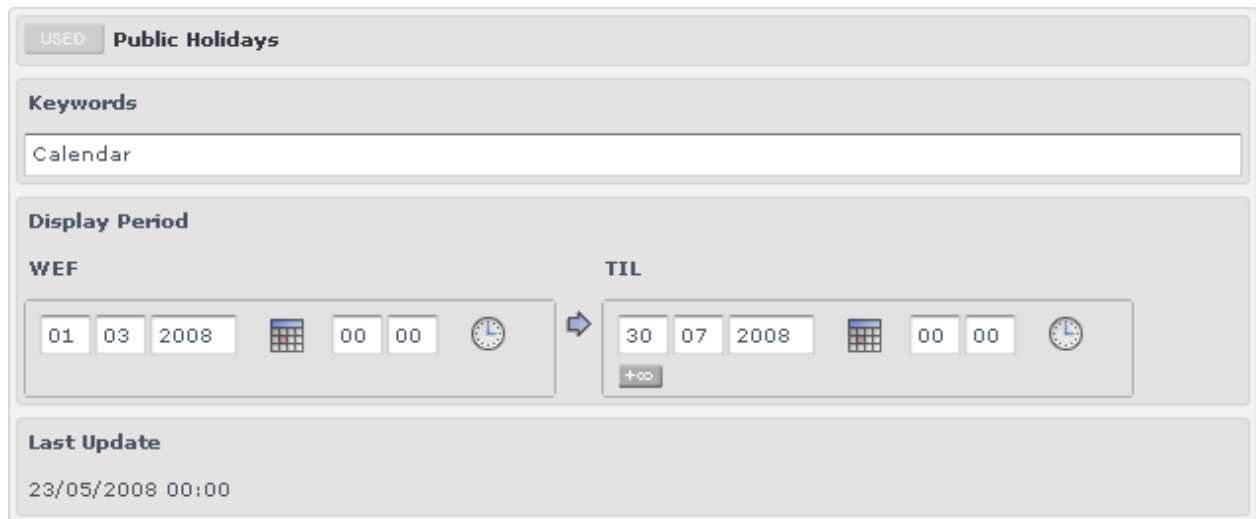


Description

This is where you enter a longer text detailing the event. This is the text which will be displayed in the Events and Meetings Detached View, when you consult the details on an event.

The Description field allows **tagged text (Section 4.1.5.4.1)**.

4.2.16.1.3 Third Panel



USED

This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 4.1.5.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 4.1.5.4.3)** section for details.

Display Period

Check the **Set Date and Time (Section 4.1.5.4.4.1)** section for details.

 Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

4.2.16.2 Details

The **Details** Tab comprises one single panel, containing:

- **Location, Image, Content Link, Display in main view** and **Show in calendar**.

WIND User Guide

The screenshot shows a form with the following sections:

- Location**: A text input field containing "EUROCONTROL".
- Image**: A section with a "File Name" text input field and three buttons: "Clear", "Select...", and "Show File Resources...".
- Content link**: A section with an orange "INTERNAL" button, a "File Name" text input field, and three buttons: "Clear", "Select...", and "Show File Resources...".
- Display in main view**: A checkbox that is currently unchecked.
- Show in calendar**: A checkbox that is currently checked.

4.2.16.2.1 Location

The place where the Event is organised.

4.2.16.2.2 Image

This field is used to link to the thumbnail image displayed next to the News tile. See the **File Resources (Section 4.1.5.5)** section to learn more on managing images.

4.2.16.2.3 Content link

This is where you enter to which file or URL the event would provide a link. See the **Content Link (Section 4.1.5.4.5)** section for more information on how to use this feature.

4.2.16.2.4 Display in main view

Check this box to have the Event displayed in the **Events and Meetings** Portlet.

4.2.16.2.5 Show in calendar

Check this box to have the Event displayed in the **Calendar**.

4.2.17 MonthlyReport



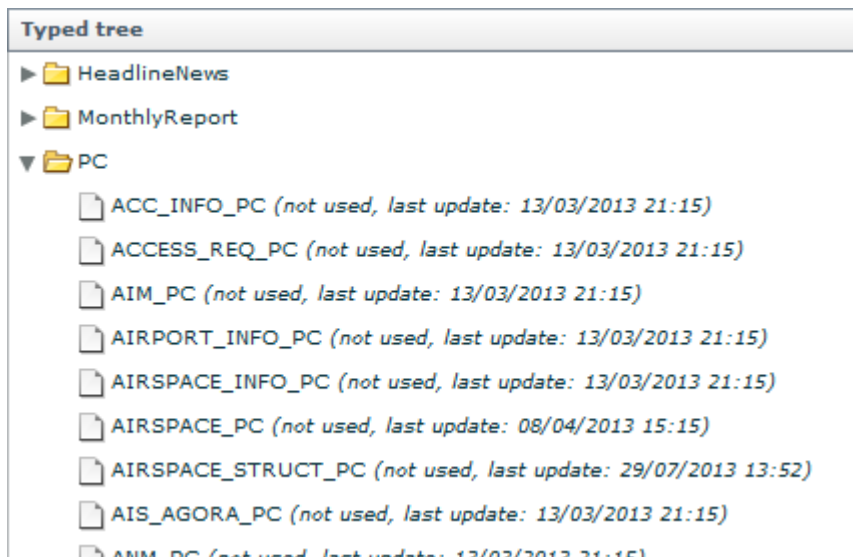
Note: Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.18 PC

The WIND Editor features a collection of entities with a very specific role: they are used to configure how the content of WIND documents are presented on the NOP, as well as some configuration to the Portal itself.

These entities are grouped in the **PC** folder:

WIND User Guide



Please refer to **The WIND Portlet Configuration (PC) (Section 4.3)** section to access the description of the PC entities.

4.2.19 PrevalidationExercise

 Note: The **PrevalidationExercise** entity is currently under development.

4.2.20 Pri

Pri stands for 'Portal Release Info'

It is used to manage the content of the **NM Release Information** Portlet.

Pri entities are very similar to **HeadlineNews** ones - with two exceptions:

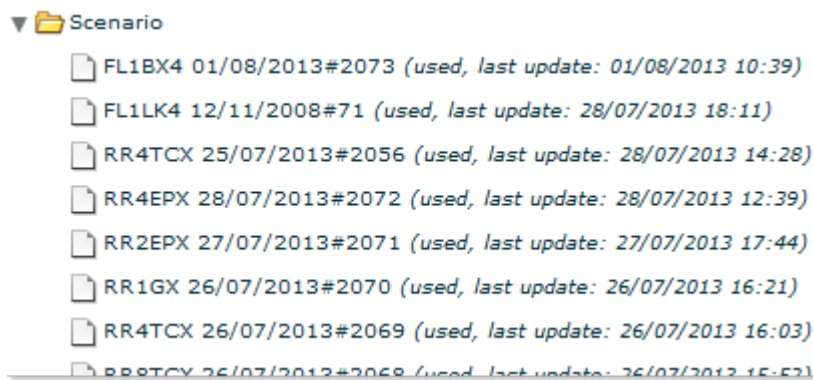
- there is no **Criticality** field
- The **Display in main view** check box behaves differently and effectively determines the visibility on the Portal (overriding the settings from the **Display Period** method).

 You may wish to manually check or uncheck the **Display in main view** box and/or make good use of the **Display Period** to ensure that there is always a minimum of two entries visible in the Portlet.

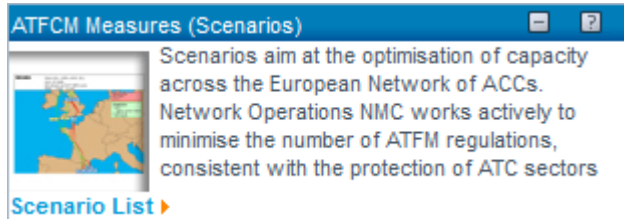
4.2.21 Scenario

The **Scenario** folder holds all the issued Scenario documents:

WIND User Guide



Scenarios are delivered on the NOP via the **ATFCM Measures (Scenarios)** Portlet:



4.2.21.1 Structure

The **Scenario** Portlet is a somewhat complex one, and features 5 tabs:

- **General**
- **Details**
- **Places**
- **Applicability**
- **Periods**

General

The **General** tab contains high level parameters such as:

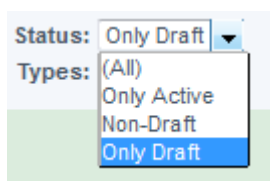
- **Title:** the name of the Scenario as it will appear on the NOP
- **Unique ID:** this field is not editable - the system generates a unique Id when you first **Apply** or **Save** your document.
- **Keywords:** the list of keywords associated with the document
- **Display Period:** The Start and End date of the period during which the document will be visible on the NOP.

 **Note:** Please see **here (Section 4.1.5.4.3)** for details about the **Keywords** and **here (Section 4.1.5.4.4)** for details about the **Display Period**.

Details

The **Details** tab presents 7 more parameters:

- **Conditions:** //def
- **Refile:** //def
- **Suggested Alternative Routes:** a list of suggested alternative routes, separated by a carriage return
- **Comments:** Text field to enter optional comments
- **Draft:** Check box to indicate the document is still being drafted. Allows the NOP user to pick-up the desired document **Status** from the Portal:



- **Show Scenario Image Inline:** Check box to instruct the system to display the image defined in the **Scenario File** parameter within the **Scenario Details** Detached View
- **Scenario File > File Name:** Drag and drop here the relevant image from the **File resources tree**

WIND User Guide

Places

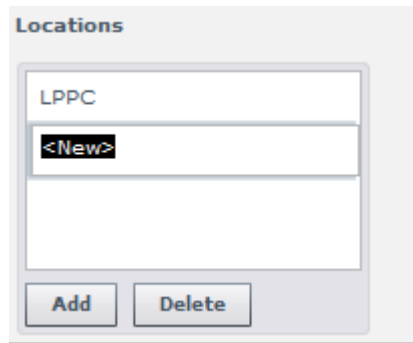
The **Places** tab contains three panels used to indicate the different locations associated with the Scenario:

- **Origins / Destinations**
- **OnLoad / OffLoad Areas**
- **Locations**

Managing 'Places'

Click on the **Add** button to create a new Place and enter its name or description - and on **Apply** (or **OK**) to save it.

Click on the **Delete** button to erase a selected Place.



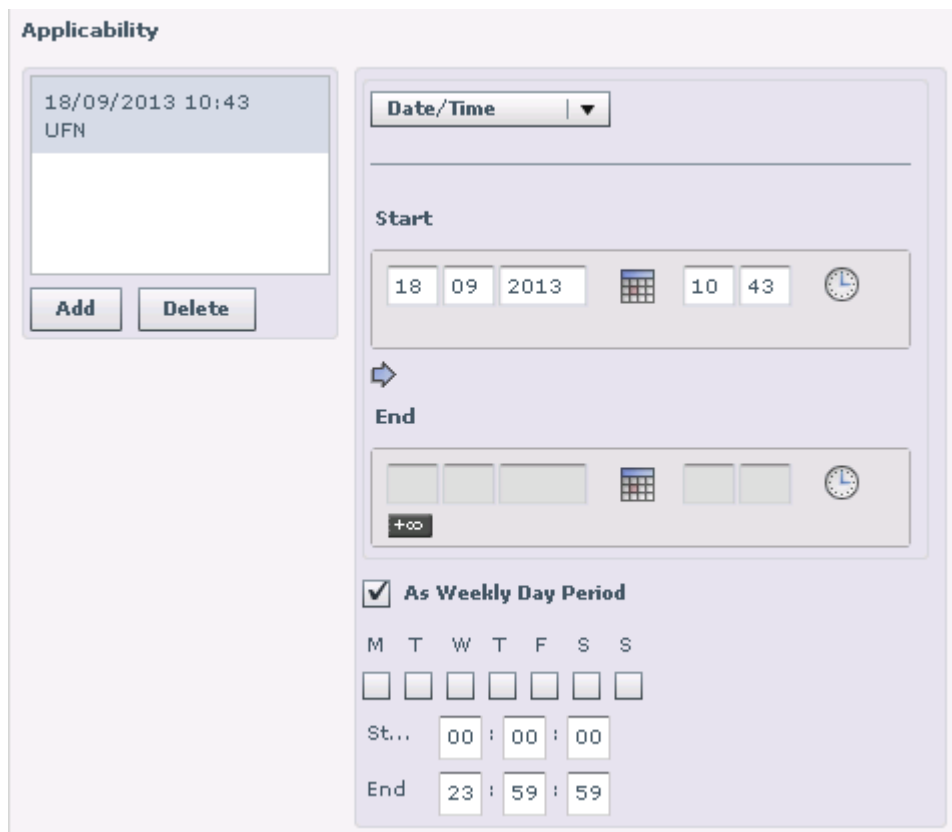
Applicability

This is where you enter one or more period or applicability.

Scenarios may have various applicability schemes - this is why WIND proposes six ways to set the applicability ranges:

1. Date/Time

This is the standard way to provide a **Start** / **End** pair of Date/Time values:



2. Year

Use the **Year** argument when the scenario is valid for a whole year - and type in/select the appropriate value:

WIND User Guide

18/09/2013 10:43

UFN

Add

Delete

Year

▼

Year

2013

▲▼

☒ **As Weekly Day Period**

M

T

W

T

F

S

S

☐

☐

☐

☐

☐

☐

☐

St...

00

:

00

:

00

End

23

:

59

:

59

3. Season

Seasonal plans are designated with the **Season** argument, in which you select both the **Season** (SPRING, SUMMER, FALL, WINTER) and **Year** parameters:

18/09/2013 10:43

UFN

Add

Delete

Season

Season

SUMMER

Year

2013

☒ As Weekly Day Period

M	T	W	T	F	S	S
☐	☐	☐	☐	☐	☐	☐
St...	00	:	00	:	00	
End	23	:	59	:	59	

4. Month

Use the **Month** argument when a given Scenario has a monthly applicability span, in which you select both the **Month** and **Year**:

WIND User Guide

Applicability

18/09/2013 10:43
UFN

Add Delete

Month

Month 9

Year 2000

☒ **As Weekly Day Period**

M T W T F S S

☐ ☐ ☐ ☐ ☐ ☐ ☐

St... 00 : 00 : 00

End 23 : 59 : 59

5. Week

Use the **Week** argument when a given Scenario has a weekly applicability span, in which you select both the **Week** and **Year**:

Applicability

18/09/2013 10:43
UFN

Add Delete

Week

Week 1

Year 2000

☒ **As Weekly Day Period**

M T W T F S S

☐ ☐ ☐ ☐ ☐ ☐ ☐

St... 00 : 00 : 00

End 23 : 59 : 59

6. As Weekly Day Period

This last way allows you to set a **Start** and **End** time for a selection (by means of check boxes) of days in the week.

Periods

The **Periods** tab features two panels, **Agreed Periods** and **Active Periods**, which you can manage in the way described in the **Display Period (Section 4.1.5.4.4)** section.

4.2.22 SeasonReport

 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.23 WeeklyReport

 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.24 YearlyReport

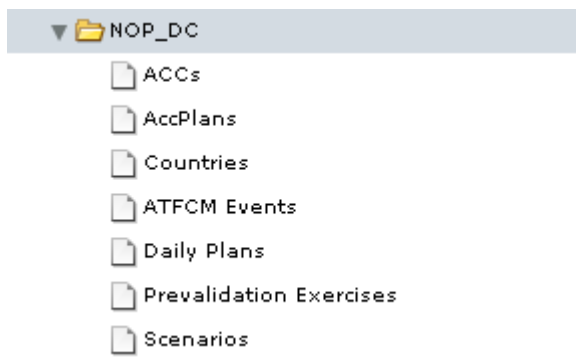
 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

4.2.25 NOP_DC

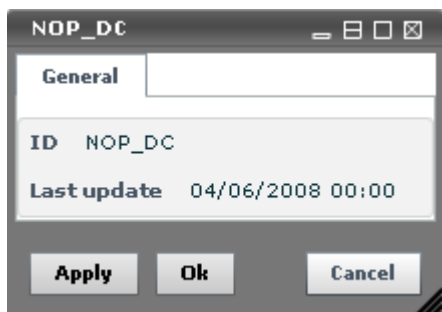
4.2.25.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

The **NOP_DC** FCU consists of eighth elements, the **NOP_DC** folder and seven document: ACCs, AccPlans, Countries, ATFCM Rvents, Daily Plans, Prevalidation Exercises and Scenarios.



While **Events** is editable, there is little you can do with **GENERAL_EVENTS** besides getting the ID of the FCU and its last update date and time:



The remaining seven FCUs serve various purposes and have all a different layout - but they are grouped in the same folder because they share common data.

Due to their nature and scope, the FCUs belonging to the NOP_DC folder have a specific [workflow](#).

4.2.25.1 ACCs

NOP_DC - accs

Nam▲	Country	Last Update	Display Period	Used
BIRD	BI(Iceland)	18/02/2009 15:44	18/02/2009 15:42 +∞	USED
EBBU	BE(Belgium), LU	06/02/2009 14:44	05/01/2008 00:00 +∞	USED
EDGG	DE(Germany)	06/02/2009 14:14	02/01/1970 00:00 +∞	USED
EDMM	DE(Germany)	06/02/2009 14:14	02/01/1970 00:00 +∞	USED
EDUU	DE(Germany)	06/02/2009 14:15	02/01/1970 00:00 +∞	USED

Edit... Add... Delete...

4.2.25.1.1 General

First Panel

Name

ENV ACC Ids

Add

Name

//TBC

ENV ACC Ids

//TBC

Second Panel

WIND User Guide

The screenshot shows a user interface with several panels. At the top, there is a green button labeled 'USED' and a text field containing 'EBBU'. Below this is a 'Keywords' section with a text field containing 'EBBU'. The 'Display Period' section has two date pickers: 'WEF' (05/01/2008 00:00) and 'TIL' (10/10/2009 00:00). The 'Last Update' section shows the date and time '05/07/2008 00:00'.

USED

This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 4.1.5.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 4.1.5.4.3)** section for details.

Display Period

Check the **Set Date and Time (Section 4.1.5.4.4.1)** section for details.



Note the **Last Update** panel, telling the date and time the **ACC** was updated. This is of course not relevant when creating an ACC.

4.2.25.2 Acc Plans

The screenshot shows a panel labeled 'ACC' with a text field and a 'Clear' button.

4.2.25.2.1 Under Construction

4.2.25.3 Countries

WIND User Guide

ACCs	Name	Code	Last Update	Display Period	Used
BIRD	Iceland	BI	18/02/2009 15:46	18/02/2009 15:45 +∞	USED
EBBU, EDDY	Luxembourg	LU	14/11/2008 09:17	02/01/1970 00:00 +∞	USED
EBBU, EDDY	Belgium	BE	14/11/2008 07:58	05/01/2008 00:00 10/10/2009 00:00	USED
EDGG, EDDU, EDM	Germany	DE	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EDYY, EHAA	Netherlands	NL	14/11/2008 07:59	05/01/2008 00:00 10/10/2009 00:00	USED
EETT	Estonia	EE	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EFPS, EFES	Finland	FI	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EGPX, EGGX, EGTT	United Kingdom	GB	26/11/2008 09:17	05/01/2008 00:00 10/10/2009 00:00	USED
EIDW, EISN	Ireland	IE	05/07/2008 00:00	05/01/2008 00:00	USED

Edit...

Add...

Delete...

General

ACCs

Name Netherlands

Code NL

USED NL

Keywords

Netherlands

Display Period

WEF

05 01 2008 00 00

TIL

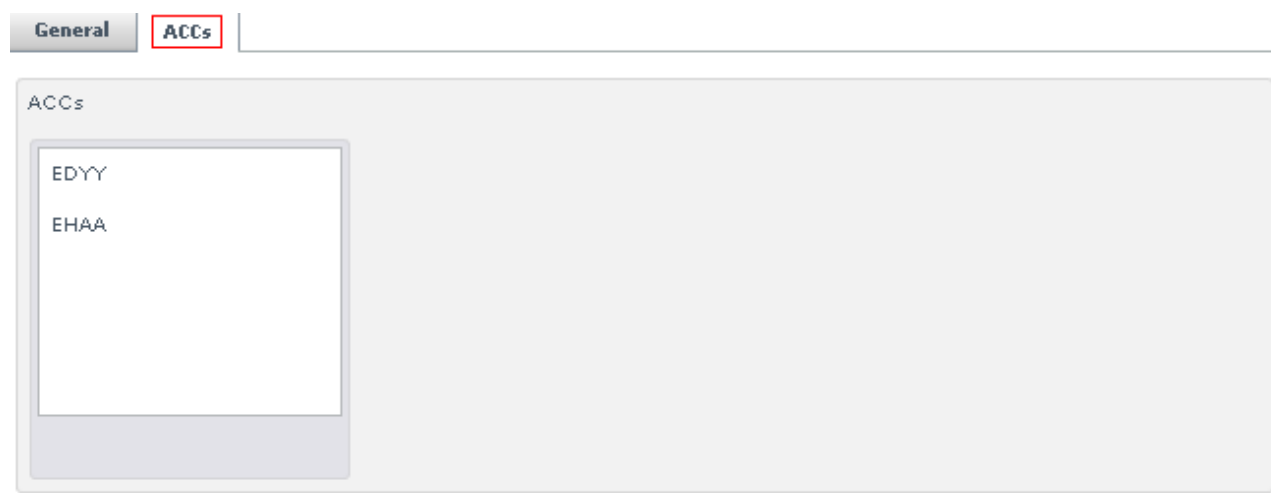
10 10 2009 00 00

+∞

Last Update

14/11/2008 07:59

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4.2.25.4 ATFCM Events

Of all the FCUs, the ATFCM Events one is the most extensive.

Last Update	Title	Category	ACCs	Occurrence	Calendar	ATFCM Eve	Disposal Period	Used	Scenario Label	Scenarios	Prevail. ex.
05/03/2009 06:56	HANKI-09	MILITARY	EFPS, EF	EXT 09/03/2009 00:00 13/03/2009 23:59	☒	☐	13/02/2009 11:07 +∞	USED			
05/03/2009 06:07	EDYY scenarios 2C	AXIS	EDYY	EXT 01/01/2009 00:00 +∞	☐	☒	01/01/2009 00:00 +∞	USED	EDYY scenarios	FL7ESH, FL2RMR,	
05/03/2009 05:50	EDYY: new FDPS	SPECIAL	EDYY	EXT 17/11/2008 00:00 28/12/2008 23:59	☐	☒	02/01/1970 00:00 +∞	USED	Available scenar	RR3EDYS, FL2RMR, EDYY New FDPS S	
04/03/2009 10:21	EUR/NAT Volcanic	SPECIAL	BIRD	EXT 25/03/2009 08:00 25/03/2009 14:00	☒	☒	18/02/2009 15:28 +∞	USED			
24/02/2009 09:50	Possible strike in	SPECIAL	LGMD, L	EXT 24/02/2009 22:00 25/02/2009 22:00	☒	☐	20/02/2009 17:10 +∞	USED			
19/02/2009 10:33	VOLEA 2009-06	MILITARY		EXT 07/12/2009 00:00 +∞	☒	☐	19/02/2009 10:33 +∞	USED			

It is actually too big to be fully displayed on , so we will split it in two pieces for the sake of readability:

Left part

Last Update	Title	Category	ACCs	Occurrence
05/03/2009 06:56	HANKI-09	MILITARY	EFPS, EF	EXT 09/03/2009 00:00 13/03/2009 23:59
05/03/2009 06:07	EDYY scenarios 2C	AXIS	EDYY	EXT 01/01/2009 00:00 +∞
05/03/2009 05:50	EDYY: new FDPS	SPECIAL	EDYY	EXT 17/11/2008 00:00 28/12/2008 23:59
04/03/2009 10:21	EUR/NAT Volcanic	SPECIAL	BIRD	EXT 25/03/2009 08:00 25/03/2009 14:00
24/02/2009 09:50	Possible strike in	SPECIAL	LGMD, L	EXT 24/02/2009 22:00 25/02/2009 22:00
19/02/2009 10:33	VOLEA 2009-06	MILITARY		EXT 07/12/2009 00:00 +∞

Right part

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Calendar	ATFCM Eve	Dislay Period	Used	Scenario Label	Scenarios	Preval. ex.
☒	☐	13/02/2009 11:07 +∞	USED			
☐	☒	01/01/2009 00:00 +∞	USED	EDYY scenarios	FL7ESH, FL2RHR,	
☐	☒	02/01/1970 00:00 +∞	USED	Available scenar	RR3EDY1, FL2RHFEDYY New FDP S	
☒	☒	18/02/2009 15:28 +∞	USED			
☒	☐	20/02/2009 17:18 +∞	USED			
☒	☐	19/02/2009 10:32 +∞	USED			

4.2.25.4.1 Editing Events

See the **Editing a FCU (Section 4.1.5)** section for the general information.

Once opened, the Event edit window shows two tabs: [General](#) and [Details](#), further detailed in the next sections.



4.2.25.5 Daily Plans

4.2.25.5.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

The screenshot shows a window titled "NOP_DC - dailyPlans". It contains a table with the following columns: "Applicability", "Last Update", "Dislay Period", and "Used". The table lists several daily plans, all marked as "USED". Below the table, there are four buttons: "Edit...", "Add...", "Copy...", and "Delete...".

Applicability ▼	Last Update	Dislay Period	Used
19/03/2009	18/03/2009 17:30	18/03/2009 17:00 +∞	USED
18/03/2009	17/03/2009 16:17	17/03/2009 16:34 +∞	USED
17/03/2009	16/03/2009 16:19	16/03/2009 15:50 +∞	USED
16/03/2009	15/03/2009 14:11	15/03/2009 15:00 +∞	USED
15/03/2009	14/03/2009 14:39	14/03/2009 16:00 +∞	USED

The FCU opens on a list of **Daily Plans**:

//TBC

//Daily plan portlet

See the **Sorting Data (Section 4.1.5.4.7)** section to read more on sorting elements in a list.

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 To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out** ('FCU Editing Status' in the on-line documentation).

4.2.25.5.2 Editing Daily Plans

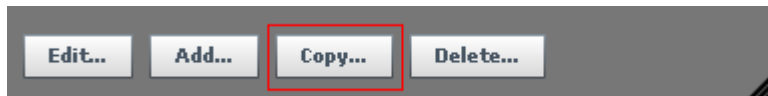
See the **Editing a FCU (Section 4.1.5)** section for the general information.

Once opened, the Daily Plan edit window shows two tabs: **General (Section 4.2.25.5.1)** and **Items (Section 4.2.25.5.2)**, further detailed in the next sections.



4.2.25.5.3 The Copy function

//TBC



4.2.25.5.1 General

The **General** Tab comprises 2 main panels, containing:

- **Applicability Date** for the first one;
- **USED, Keywords, Display Period** and **Last update** for the second and last one.

4.2.25.5.1.1 First Panel

Applicability Date:

19 03 2009 



Applicability Date

//TBC

4.2.25.5.1.2 Second Panel

USED 19/03/2009

Keywords

Display Period

WEF 18 03 2009  17 00 

TIL  



Last Update

18/03/2009 17:30

USED

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This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 4.1.5.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 4.1.5.4.3)** section for details.

Display Period

Check the **Set Date and Time (Section 4.1.5.4.4.1)** section for details.



Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

4.2.25.5.2 Items

Type	Title	Last Update
ACC	EDUU	
ACC	GCCC	
NAT	North Atlantic Track Information	
ACC	LHCC	
WEATHER	Forecasted weather.	
ACC	EPWW	
ACC	EGTT	
ACC	LOWV	
ACC	EDGG	
ACC	LDZO	
ACC	EDMM	

The FCU opens on a list of **Items**:

//TBC

See the **Sorting Data (Section 4.1.5.4.7)** section to read more on sorting elements in a list.



To be able to add or edit items, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

4.2.25.5.2.1 Adding, Deleting or Editing Items

See the **Editing a FCU (Section 4.1.5)** section for the general information.

Clicking on the Add or Edit button opens the Item editor to respectively create a new item or make changes to an existing one.

Once opened, the editor shows four tabs: **General (Section 4.2.25.5.2.1)**, **Scenarios (Section 4.2.25.5.2.2)**, **Links**

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(Section 4.2.25.5.2.3) and Updates (Section 4.2.25.5.2.4), further detailed in the next sections.



4.2.25.5.2.1 General

The **General** Tab comprises 2 main panels, containing:

- **Item type** and **ACC** for the first one;
- **Description** and **Conclusion** for the second and last one.

4.2.25.5.2.1.1 First Panel

Item type

//TBD

- HEADLINE
- EVENT
- ACC
- NAT
- WEATHER
- OTHER

ACC

//TBD

4.2.25.5.2.1.2 Second Panel

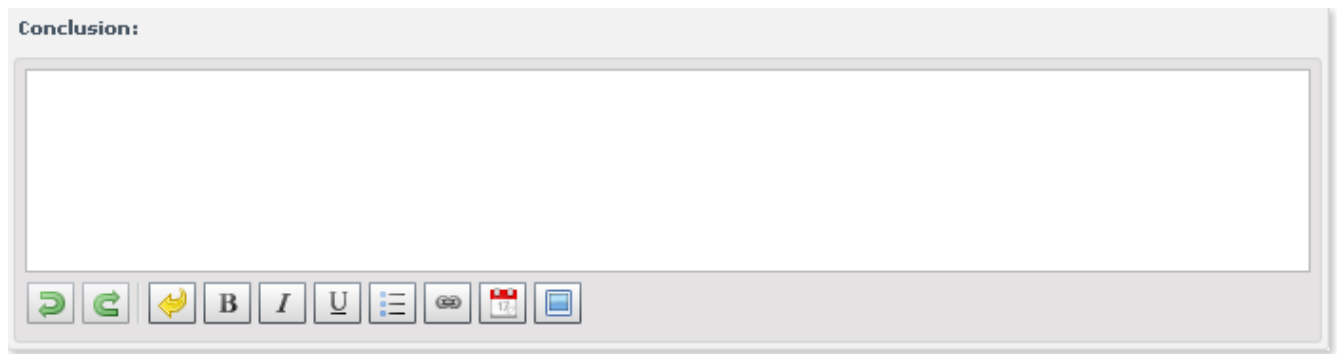
Description

This is where you enter a longer text detailing the item. This is the text which will be displayed in the ATFCM Network Daily Plan Portlet, under the above selected item type header.

The Description field allows **tagged text** (Section 4.1.5.4.1).

Conclusion

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This is where you enter the conclusion text.

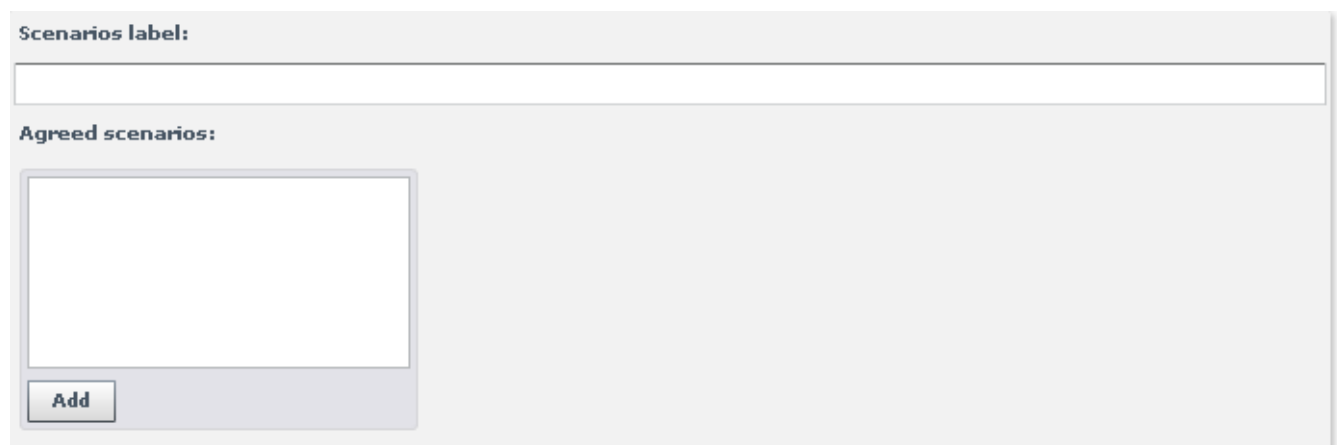
//TDB

The Conclusion field allows **tagged text (Section 4.1.5.4.1)**.

4.2.25.5.2.2 Scenarios

The **Details** Tab comprises one single panel, containing:

- **Category, ACCs, Scenarios label, Show in calendar, Show in ATFCM Events and First day only.**



4.2.25.5.2.2.1 Scenarios label

//TBC

4.2.25.5.2.2.2 Scenarios

//drag from **Scenarios (Section 4.2.25.6)**

4.2.25.5.2.3 Links

The **Links** Tab comprises 4 main panels, containing:

- **Label** for the first one;
- **Image** for the second one;
- **Description** for the third one;
- **Link** for the fourth and last one.

4.2.25.5.2.3.1 First Panel

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Label:

Label

//TBD

4.2.25.5.2.3.2 Second Panel

Image:

File Name

Clear

Select...

Show File Resources...

Image

This field is used to link to the //image. See the **File Resources (Section 4.1.5.5)** section to learn more on managing images.

4.2.25.5.2.3.3 Third Panel

Description

Description:



This is where you enter a text describing the link.

The Description field allows **tagged text (Section 4.1.5.4.1)**.

4.2.25.5.2.3.4 Fourth Panel

Link:

INTERNAL

File Name

Clear

Select...

Show File Resources...

Link

See the **Content Link (Section 4.1.5.4.5)** section for details.

4.2.25.5.2.4 Updates

//TBD - screen currently void

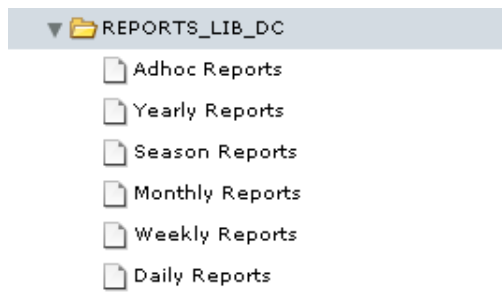
4.2.25.6 Scenarios

4.2.25.6.1 Under Construction

4.2.26 REPORTS_LIB_DC

4.2.26.1 Preliminary - Opening the FCU

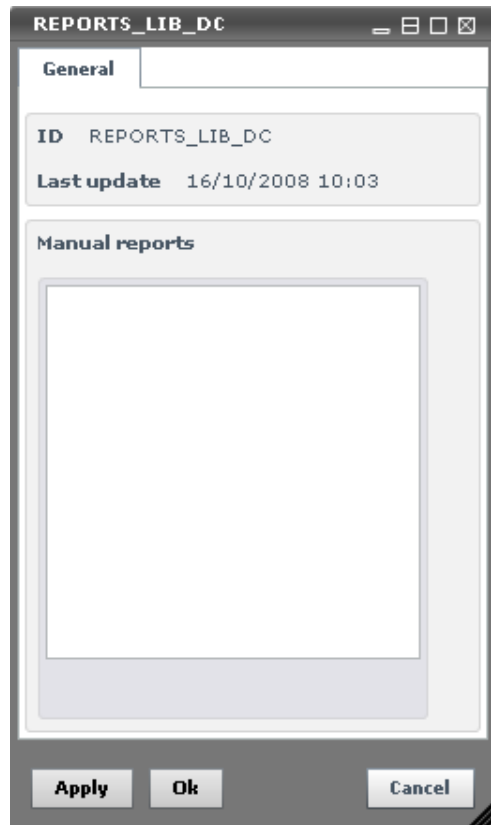
You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.



The **REPORTS_LIB_DC** FCU consists of seven elements, the **REPORTS_LIB_DC** folder and an six documents: Adhoc Reports, Yearly Reports, Season Reports, Monthly Reports, Weekly Reports and Daily Reports.

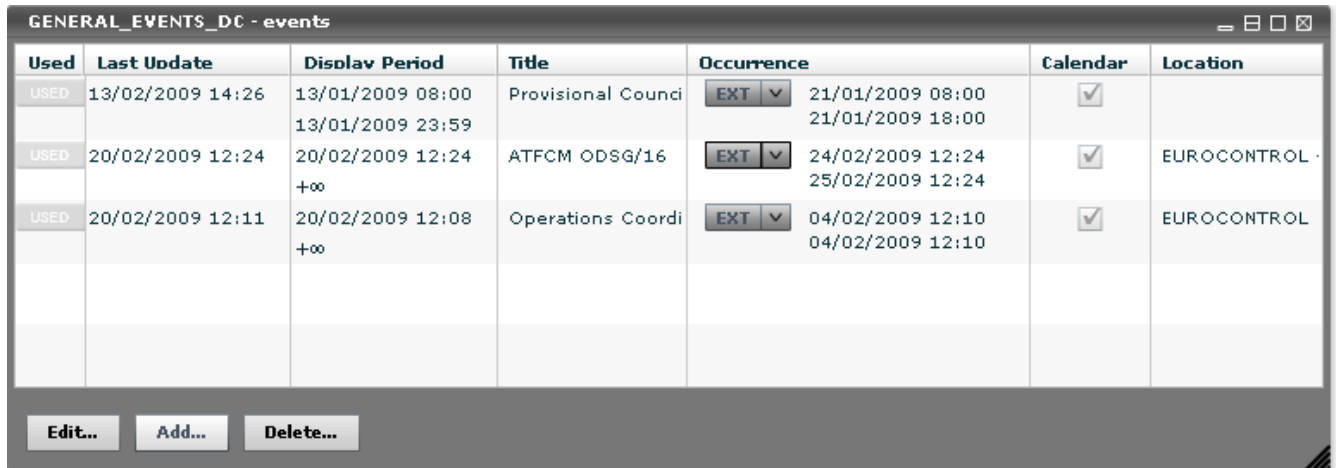
Their respective names indicate clearly enough the period they cover - with the exception of the Adhoc reports, involving a certain amount of customisation, and not linked with a specific period.

4.2.26.2 REPORTS_LIB_DC - the Folder



The FCU opens on a list of **Events**:

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Used	Last Update	Display Period	Title	Occurrence	Calendar	Location
USED	13/02/2009 14:26	13/01/2009 08:00 13/01/2009 23:59	Provisional Council	EXT 21/01/2009 08:00 21/01/2009 18:00	☒	
USED	20/02/2009 12:24	20/02/2009 12:24 +∞	ATFCM ODSG/16	EXT 24/02/2009 12:24 25/02/2009 12:24	☒	EUROCONTROL
USED	20/02/2009 12:11	20/02/2009 12:08 +∞	Operations Coordi	EXT 04/02/2009 12:10 04/02/2009 12:10	☒	EUROCONTROL

This is where you will enter all ATFCM events likely to have an impact on the operations.

These events are displayed either through the **Events and Meetings** Portlet, or via the **Calendar** Portlet.

See the **Sorting Data (Section 4.1.5.4.7)** section to read more on sorting elements in a list.

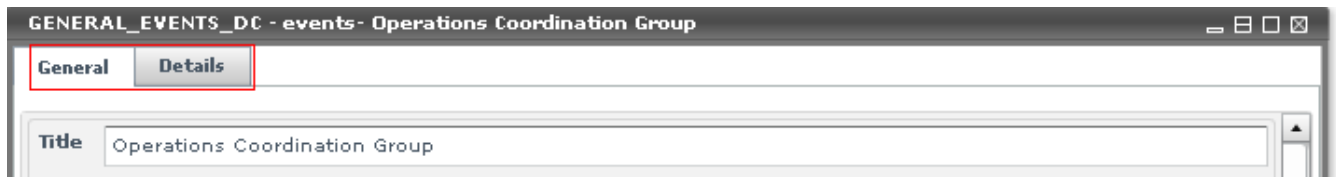


To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

4.2.26.3 Editing Events

See the **Editing a FCU (Section 4.1.5)** section for the general information.

Once opened, the Event edit window shows two tabs: **General (Section 4.2.16.1)** and **Details (Section 4.2.16.2)**, further detailed in the next sections.



GENERAL_EVENTS_DC - events - Operations Coordination Group

Title: Operations Coordination Group

4.2.26.1 Adding - Editing Reports

The Adhoc Reports, Yearly Reports, Season Reports, Monthly Reports, Weekly Reports and Daily Reports have most of their features in common. They actually are link references to documents stored in the **File Resources (Section 4.1.5.5)** folder.

The difference lays obviously in how they relate with time.

4.2.26.1.1 Common Features

All **Reports** components have the following features in common:

In the General tab

The classical **USED (Section 4.1.5.4.6)**, **Keywords (Section 4.1.5.4.3)**, **Display Period (Section 4.1.5.4.4)** and **Last Update** fields.

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USED

Keywords

Display Period

WEF

13

03

2009



16

37





TIL





+∞

In the Report tab

- **Title:** the title of the Report, as it will appear in the Portlet
- **Category:** the category to which the Report is to be assigned (PUBLIC, OPS or DOP)
- **Description:** a text area supporting **tagged text (Section 4.1.5.4.1)**
- **Image:** the link to the image illustrating the report (currently not used)
- **Report link:** the link to the report

Title

Category

PUBLIC

▼

Description

↺

↻

↶

B

I

U

☰

🔗

📅

📄

Image

File Name

Clear

Select...

Show File Resources...

Report link

INTERNAL

File Name

Clear

Select...

Show File Resources...

4.2.26.1.2 Setting the period

Daily Report

You enter the day of the report using the **Set Date and Time (Section 4.1.5.4.4.1)** feature.

Day 

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Weekly Report

Simply select the appropriate week and year from the pull-down menus.

Week	31	▲▼
Year	2007	▲▼

Monthly Report

Simply select the appropriate month and year from the pull-down menus.

Month	9	▲▼
Year	2008	▲▼

Season Report

Simply select the appropriate season and year from the pull-down menus.

Season	SUMMER	▼
Year	2007	▲▼

Year

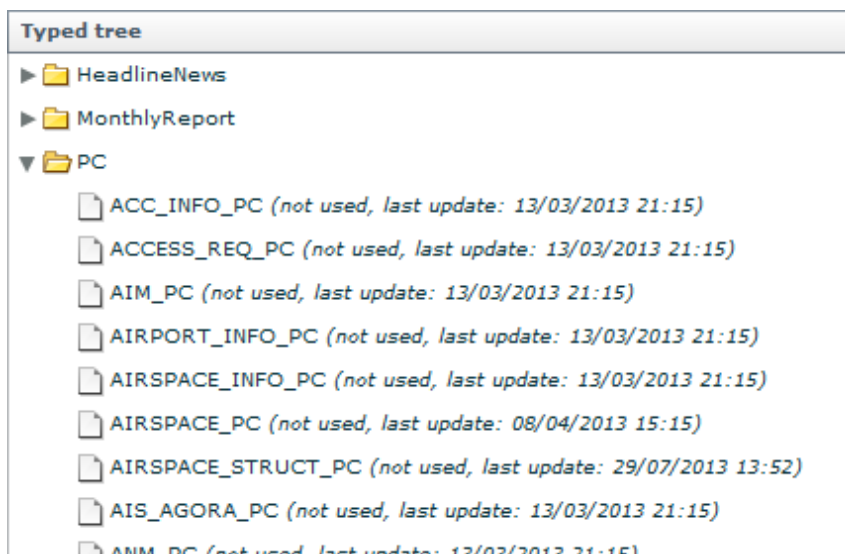
Even simpler - select the year from the list.

Year	2007	▲▼
------	------	----

4.3 The WIND Portlet Configuration (PC)

The WIND Editor features a collection of entities with a very specific role: they are used to configure how the content of WIND documents are presented on the NOP, as well as some configuration to the Portal itself.

These entities are grouped in the **PC** folder:



The PC folder contains a large number of entities (close to 80). They do however share many common features, and most of them come in two main types: **Applications** and **Linklists**.

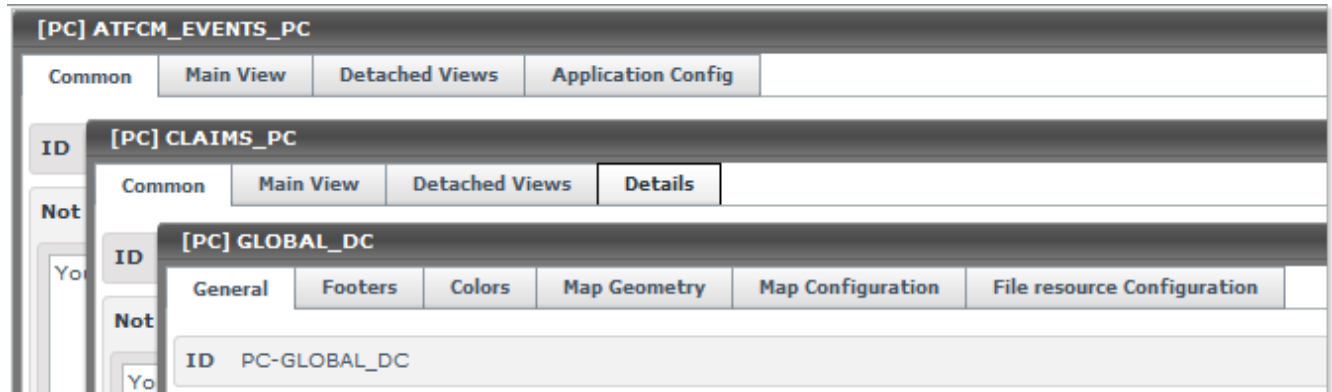
There is also a third category, occupied by a single - and rather unique - **Global DC** entity.

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You can usually tell by the type of a PC by its tabs:

Applications come with 4 tabs - **Common**, **Main View**, **Detached Views** and **Application Config**
Linklists come with 4 tabs - **Common**, **Main View**, **Detached Views** and **Details**

Global DC comes with the following tabs: **General**, **Footers**, **Colors**, **Map Geometry**, **Map Configuration** and **File resource Configuration**. covering all high level configuration parameters.



Lastly, a small number of entities do however not belong to any of the above and feature settings of their own. There are described further in this document.

4.3.1 Matching Portlet and Configuration

Most of the time, the name of an entity will self-explanatory and will be sufficient to associate them with the corresponding document/entity type and Portlet.

When in doubt, please consult the list below:

Summary Table

ENTITY NAME	Type APPLICATION	Type LINKLIST	Type GLOBAL DC	CORRESPONDING PORTLET (*)
ACC3_PC				Airspace Data
ACC_INFO_PC				ACC Info
ACCESS_REQ_PC				Access Requests
AIM_PC				AIM
AIRPORT_INFO_PC				Airport Info
AIRSPACE_INFO_PC				Airspace Information
AIRSPACE_PC				Airspace Data
AIRSPACE_STRUCT_PC				Airspace Structure
AIS_AGORA_PC				AIS Agora
ANM_PC				ANM
ASD_PC				ATFCM Network Situation Data
ATFCM_EVENTS_PC				ATFCM Events
ATM_N_CHANGES_PLANNING_PC				Planning of Network Changes
AXISMGT_PC				Axis Management
CASTAR_PC				CASTAR
CFMU_DEV_PC				NM Developments
CFMU_HANDBOOK_PC				Network Operations HANDBOOK
CFMU_NEWS_PC				NM News
CFMU_OPS_PC				NM Operations Overview
CHARTS_PC				Charts
CIR_PC				NM Interactive Reporting
CLAIMS_PC				Claims
CODA_PC				CODA

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ENTITY NAME	Type APPLICATION	Type LINKLIST	Type GLOBAL DC	CORRESPONDING PORTLET (*)
CONTACTS_PC				Contacts
CONTINGENCY_PC				Contingency
CRISIS_SUPPORT_PC				Crisis Management
CSS_PC				CSST
CUSTOMISATION_PC				N.A. (Parameters for the Customisation Editor)
DAILY_PLAN_PC				Daily Plan
DAILY_UPDATES_PC				Daily Updates
DATASET				N.A. (Parameters for CSST)
DDR_PC				DDR
E_CONFERENCES_PC				Tele/WebEx conferences
E_HELPDESK				E-Helpdesk
EAD_PC				EAD
EAUP_PC				European AUP/UUP
EVITA_PC				EVITA
EXTERNAL_REPORTS_PC				Sub-regional and Local Reports
FAQS_PC				FAQs
FAVOURITES_PC				N.A. (not in use for the moment)
FLIGHTS_PC				Flights
GENERAL_EVENTS_PC				Events and Meetings
GLOBAL_DC				N.A. (covers parameters global to the NOP)
HEADLINE_NEWS_PC				N.A. (not to be used - deprecated)
IFPUV_PC				Flight Planning
MAIN_REPORTS_PC				Main Reports
MEASURES_PC				Measures
MCDM_TOOL_PC				MCDM Tool
N_AXIS_MANAGEMENT_PC				Network Axis Management
NATSLINK_PC				Enhanced Airport Event Information
NEVAC_PC				NEST
NETWORKEVENT_PC				Network Events
NOP_ARCHIVES_PC				NOP Archive
NOP_DOC_PC				N.A. (not in use for the moment)
NOP_MONITOR_PC				N.A. (Parameters for the NOP Monitor)
NOP_PC				N.A. (Parameters for the NOP Header labels and buttons)
NOP_PROCESS_PC				N.A. (not in use for the moment)
NOP_SHOWCASE_PC				NOP-Showcase (not in use for the moment)
NOP_UPDATES_PC				NOP Updates
ONE_SKY_PC				OneSky Online
OPS_PROCESSES_PC				Operational Processes (not in use for the moment)
PREVAL_EXERCISES_PC				Pre-validation Exercises (not in use for the moment)
PRI_PC				NM Release Information

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ENTITY NAME	Type APPLICATION	Type LINKLIST	Type GLOBAL DC	CORRESPONDING PORTLET (*)
PRTL_ASSIST_PC				Portal Assistance
RAD_PC				RAD
REPORTS_LIB_PC				NM ATFCM Reports (not in use for the moment)
RESERVE1_PC				Axis Weekly Management
RESERVE2_PC				Skybrary
RESERVE3_TOKEN_PC				N.A. (not in use for the moment)
RESERVE4_PC				Network Operations Monitoring and Reporting
RESERVE5_PC				Network Operations Weather Assessment
RVSM_PC				RVSM
SAAM_PC				SAAM
SAFA_PC				EC/SAFA ALARMING
SCENARIOS_PC				ATFCM Measures (Scenarios)
SKY_VIEW_PC				Skyview
STATFOR_PC				STATFOR
STATUS_MAP_PC				ATFCM Network Situation
TIME_MANAGER_PC				N.A. (Parameters for the NOP Header ATFCM Phases tabs)
TRAFFIC_PC				Traffic Counts
TRAINING_PV				Training

 (*) Since the Portlet titles are configurable, they may appear under a different name on the NOP.

4.3.1 Types of PC

The three main types of PC entities are **Application**, **Linklist** and **Global DC**.

A small number of entities do however not belong to any of the above and feature settings of their own, as for instance:

- **E-HELPDESK**
- SAFA
- TIME_MANAGER
- ...

They are listed and detailed in the **Special PC Entities (Section 4.3.2)** section.

4.3.1.1 Common Features

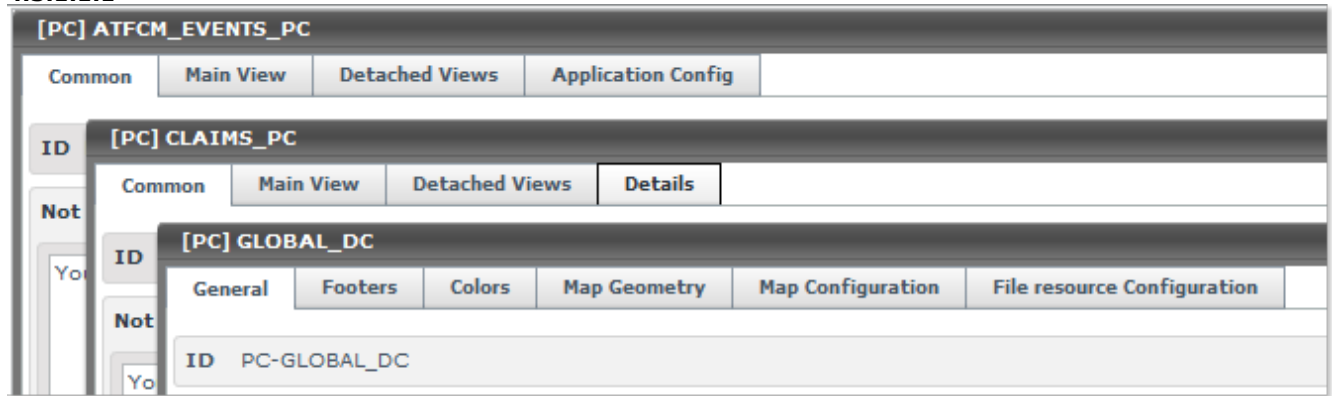
A significant number of configuration parameters are common to all PC entities and will be described in this section.

They are grouped in the following tabs:

- **Common**
- **Main View**
- **Detached Views**

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4.3.1.1.1



4.3.1.1.1 The Common Tab

The **Common** Tab gives access to the following parameters:

- **Not authorized text**
- **Service unavailable text**
- **Not in scope text**
- **Help link**
- **Help External Link**
- **Detached view footer**

4.3.1.1.1.1 Text area

The first three parameters consist in text areas, where you can enter the default text to be displayed in each of the three situation:

- when the user is not authorized to view the content of a Portlet,
- when the related application is not available
- when a Portlet appears in an ATFCM phase it does not belong to. This last parameter is seldom used, since you can configure (in the **Main View** tab) in which phase a given portlet would be visible or not...

 Please check this **section (Section 4.1.5.4.1)** for more information on the text editor.

 **Note:** these settings will be overridden by the ones declared in the **Main View** tab, in case you would rather use this alternate way - allowing you to specify texts individually targeted to given scope(s), and override the corresponding settings from the **GLOBAL_DC** entity.

4.3.1.1.1.2 Help link

Help link	
File Name	

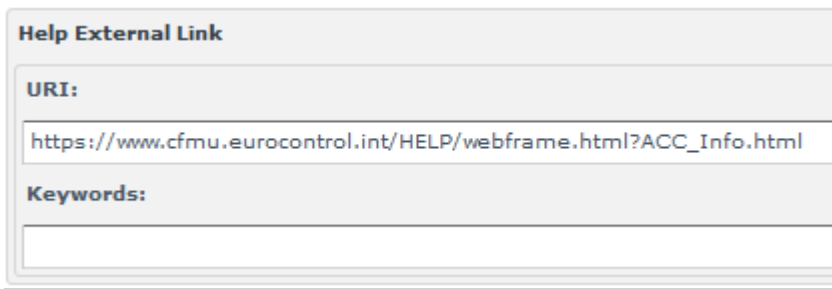
Drag and drop from the File resources tree the file to be opened when a user click on the **?** button located in the title bar of the Portlet.

4.3.1.1.1.3 Help External Link

If you want a web page being opened instead of a document, enter in the **URI** field the URL of the page of the **NOP Online Help** you want to launch.

You can target the Help default page (<https://www.nm.eurocontrol.int/HELP/webframe.html>), or more likely a specific page in relation with the context of the Portlet. In this case, simply append the root URL with a question mark and the full name of the Help page you want to target.

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A form titled "Help External Link" with two input fields. The first field is labeled "URI:" and contains the text "https://www.cfm.eurocontrol.int/HELP/webframe.html?ACC_Info.html". The second field is labeled "Keywords:" and is currently empty.

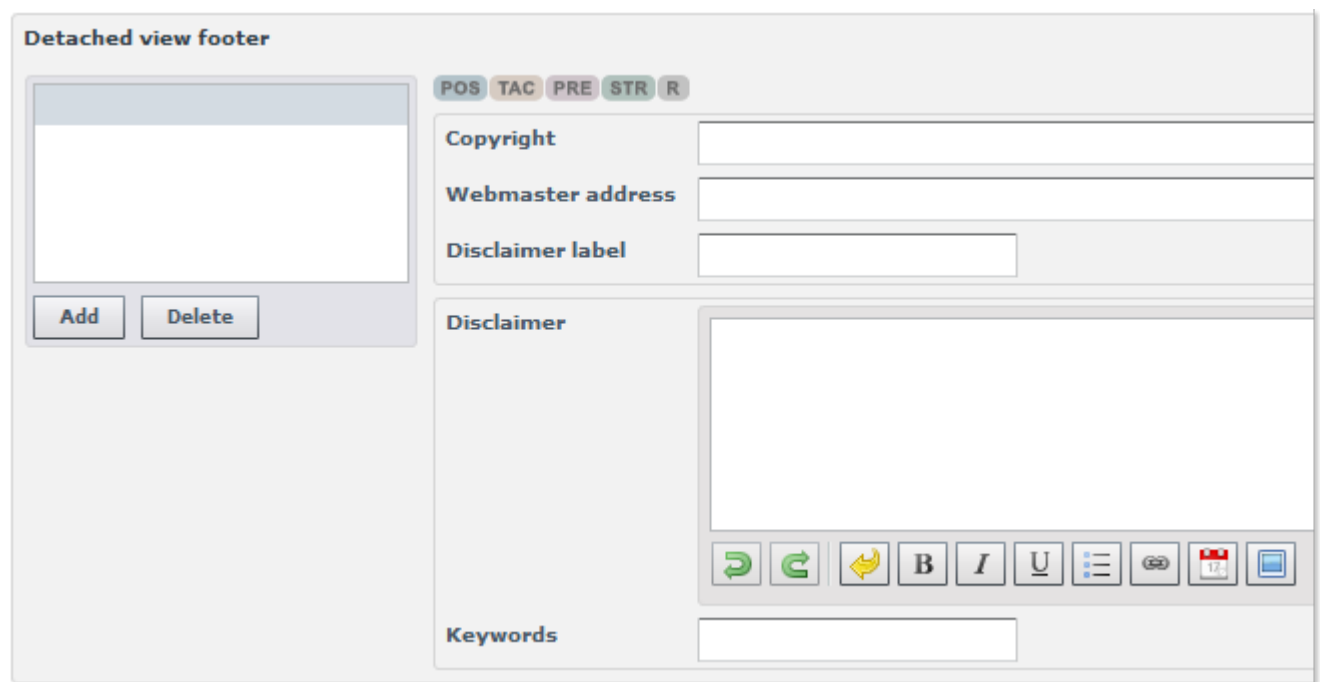
 **Caution:** use only one of these two method to avoid getting an error message when publishing - and the second one is currently the preferred one. It is therefore discouraged to use the **Help link** field.

Example

To access the page **ACC_Info.html** you will enter this URL: https://www.nm.eurocontrol.int/HELP/webframe.html?ACC_Info.html.

A **Keywords** field is linked to the component - it is not really useful in this context and may therefore be left blank.

Detached view footer



A form titled "Detached view footer" for configuring footer elements. It includes a list of elements on the left with "Add" and "Delete" buttons. On the right, there are tabs for "POS", "TAC", "PRE", "STR", and "R". Below the tabs are input fields for "Copyright", "Webmaster address", and "Disclaimer label". A "Disclaimer" section contains a rich text editor with various formatting icons (undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, print). At the bottom is a "Keywords" input field.

This is where you can enter the elements to be displayed by default at the bottom of each Detached View belonging to the same entity type.

 **Note:** these settings will be overridden by the ones declared in the **Detached Views** tab, in case you would rather use this alternate way to handle detached view footers - check this **section (Section 4.3.1.1.3)** for more information on Detached Views configuration.

Adding a Detached view footer

The text for the footer of the NOP Detached Views is managed at global level, in the **GLOBAL_DC (Section 4.3.1.4)** entity, and is designed to be automatically applied to all Detached views so you will not have to individually enter each and any of them.

However, in cases where the detached Views of a given Portlet or application need to have specific footers (i.e. containing a disclaimer of some sort), you may use this component and enter content which will override the global values.

Follow these steps to create a specific Detached view footer, and assign it to one or more NOP Phase:

1. Click on the **Add** button
2. Click on any combination of the NOP phases buttons (**POS**, **TAC**, **PRE**, **STR**, **R**) to indicate in which scope this specific footer will be visible (dimmed buttons mean 'off' and vivid ones mean 'on') allowing you a different content or wording according to the selected scope(s)
3. Enter the desired values for the **Copyright**, **Webmaster address** (email) and **Disclaimer label** fields

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4. Enter in the **Disclaimer** text area the text to be displayed when a user clicks on the Disclaimer label link defined above
5. When relevant, enter some keywords to be picked by the NOP search engine
6. ... and do not forget to click on the **Apply** button.

You can repeat these steps to add more footers, and then click on the **OK** button when done.

Caution: you may not assign more than one value to a given scope. Should you accidentally do so, the systems checks for duplicates during the **Validate and align** or the **Publish** process and returns error message(s).

Deleting a Detached view footer

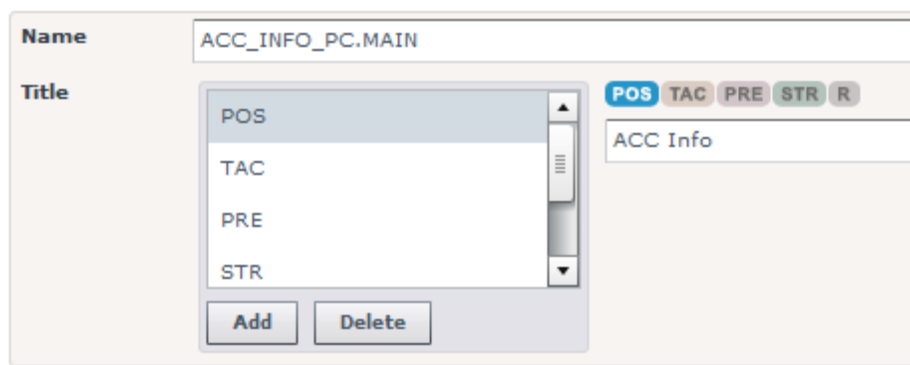
Simply select the entry to be removed and click on the **Delete** button.

4.3.1.1.2 The Main View Tab

The **Main View** tab provides a more complete and sophisticated way to determine how a given portlet behaves on the NOP Main view (Homepage) than what is provided in the **Common** tab, and extends the possibility to specify parameters individually targeted to given scope(s).

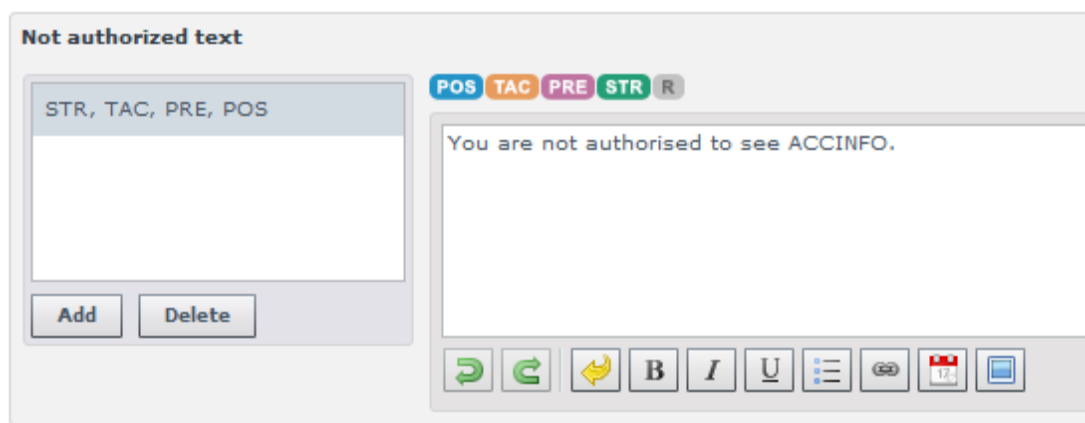
4.3.1.1.2.1 Name and Title

The first panel is dedicated to the title of a Portlet, as it appears in the **Title Bar**. In the example below, see how a separate entry has been created for each of the NOP phases:



4.3.1.1.2.2 Not authorized text

The second panel is where you enter the text to be displayed in the Portlet when a user is not authorized to view some content. The picture below illustrates how you can have a single entry covering multiple scopes.



4.3.1.1.2.3 Service unavailable text

The third panel is where you enter, in cases where it is relevant, the text to be displayed in the Portlet when the associated service is not available. Here again, the picture below illustrates how you can have a single entry covering

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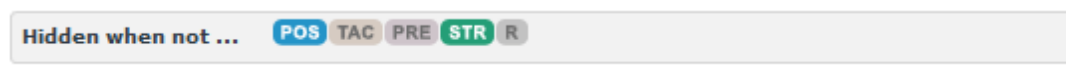
multiple scopes.



4.3.1.1.2.4 Hidden when not ...

This set of buttons lets you determine in which phase a given Portlet will be visible or hidden.

In this example, the Portlet will be hidden in the **TAC**, **PRE** and **R** scopes and visible in the **POS** and **STR** scope:



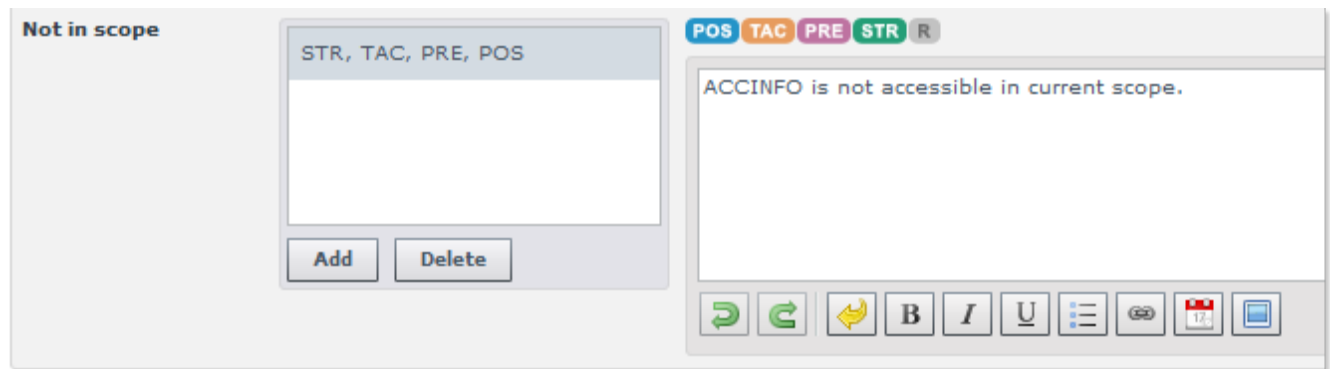
4.3.1.1.2.5 Scopes



This set of buttons lets you determine the scope of a given Portlet, that is, where it should typically appear in the Portal. It is however not the opposite parameter of the previous **Hidden when not ...** setting, as both can be combined.

As a result, a Portlet made visible on the Portal but outside of its declared scope will display the **Not in scope** text defined below.

4.3.1.1.2.6 Not in scope



Adding entries

Follow these steps to create an entry in one of the the text areas and assign it to one or more NOP Phase:

1. Click on the **Add** button
2. Click on any combination of the NOP phases buttons (**POS**, **TAC**, **PRE**, **STR**, **R**) to indicate in which scope this specific footer will be visible (dimmed buttons mean 'off' and vivid ones mean 'on') allowing you a different content or wording according to the selected scope(s)
3. Enter the desired values for the **Copyright**, **Webmaster address** (email) and **Disclaimer label** fields
4. Enter in the **Disclaimer** text area the text to be displayed when a user clicks on the Disclaimer label link defined above
5. When relevant, enter some keywords to be picked by the NOP search engine
6. ... and do not forget to click on the **Apply** button.

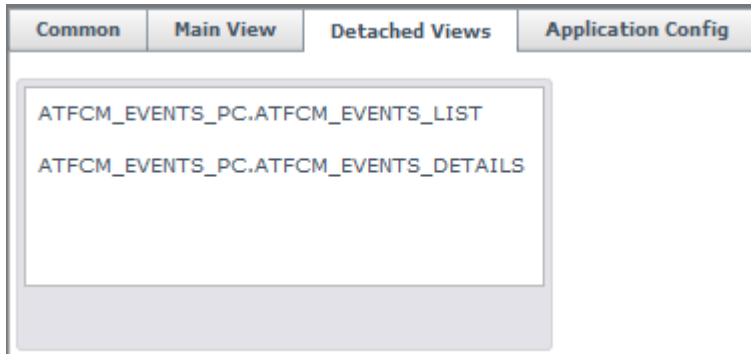
You can repeat these steps to add more footers, and then click on the **OK** button when done.

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Caution: you may not assign more than one value to a given scope. Should you accidentally do so, the systems checks for duplicates during the **Validate and align** or the **Publish** process and returns error message(s).

4.3.1.1.3 The Detached Views Tab

The **Detached Views** tab lists the different detailed windows associated a given Portlet - if any. This list can actually be empty, when a Portlet does not require a Deatched View, which is for instance the case for all entities of the type **Linklist**.

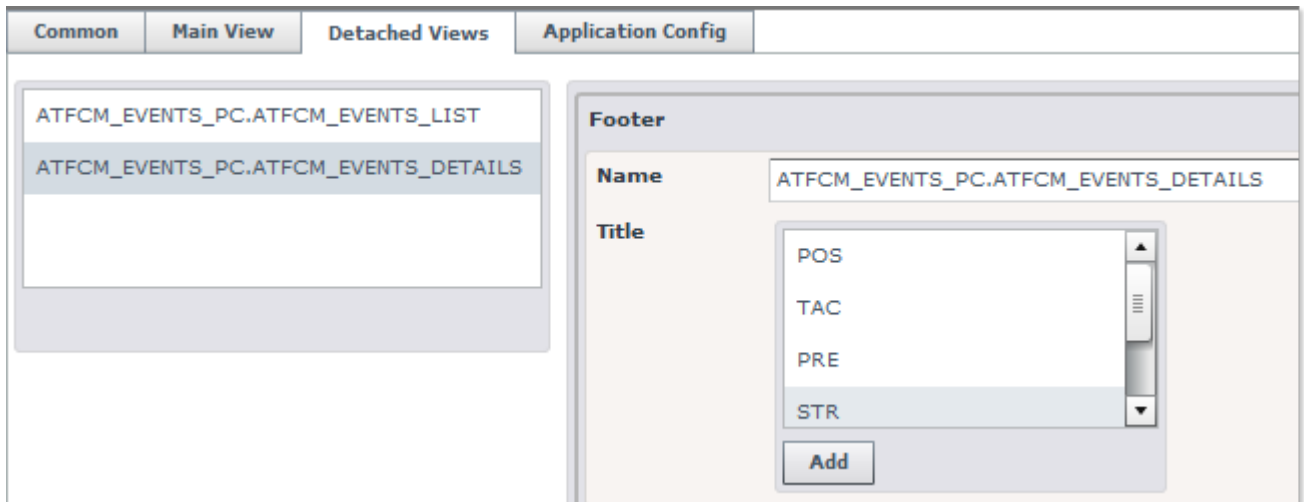


The screenshot shows a web interface with four tabs: 'Common', 'Main View', 'Detached Views', and 'Application Config'. The 'Detached Views' tab is active, displaying a list of two items: 'ATFCM_EVENTS_PC.ATFCM_EVENTS_LIST' and 'ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS'. The list is contained within a light blue bordered box.

Note: This component does not allow you to created Detached Views - this is however where you will configurate how their **Title** and **Footer** will be displayed on the NOP.

4.3.1.1.3.1 Editing aTitle

Select in the list the Detached View for which you wish to change the parameter (in the example below, **ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS**) and click on it to open the editor:



The screenshot shows the same web interface as before, but now the 'ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS' item in the list is highlighted. To the right of the list, an editor panel is open. It has a 'Footer' section and a 'Title' section. The 'Name' field is set to 'ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS'. The 'Title' field is a list box containing 'POS', 'TAC', 'PRE', and 'STR', with 'STR' selected. There is an 'Add' button below the list box.

Next select the scope in which to want the Title text to be modified and make your changes in the **Title** text field (in this example, the scope is **TAC** and the new title is **ATFCM Events Detail**):

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Footer

Name ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS

Title

POS
TAC
PRE
STR

Add Delete

ATFCM Events Detail

Add

Note: the name of a Detached View, as displayed in the **Name** field, can not be changed in WIND.

Add / Delete Entries

Please refer to **The Common Tab (Section 4.3.1.1.1)** section for more information on how to add and delete entries of this kind.

4.3.1.1.3.2 Editing a Footer

To be completed

4.3.1.2 Application

Application is a type of entity linked to NOP Applications. They do share a couple of common features, but most of the configurable parameters are in effect specific.

[PC] ATFCM_EVENTS_PC

Common Main View Detached Views Application Config

ATFCMEVENTS | VIEWS | MAIN

Areas

Id
ATFCM_EVENTS_LAUNCH_AREA

Miscellaneous

Id	Type
ACCS_FIELD	MiscellaneousText
OCCURENCE_FIELD	MiscellaneousText
EVENT_FIELD	MiscellaneousText
AXIX MANAGEMENT FIELD	MiscellaneousText
SPECIAL EVENTS FIELD	MiscellaneousText

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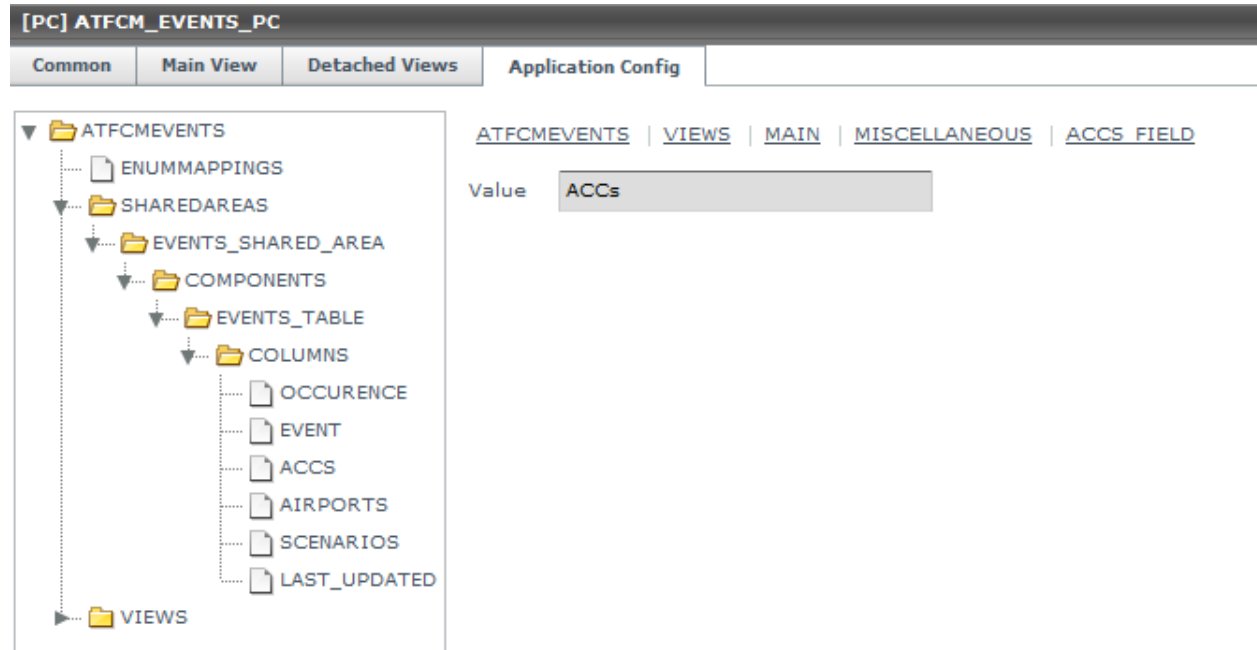
4.3.1.2.1 Common features

The most obvious common features are the first three tabs: **Common**, **Main View** and **Detached Views**. They are described in the **Common Features (Section 4.3.1.1)** section.

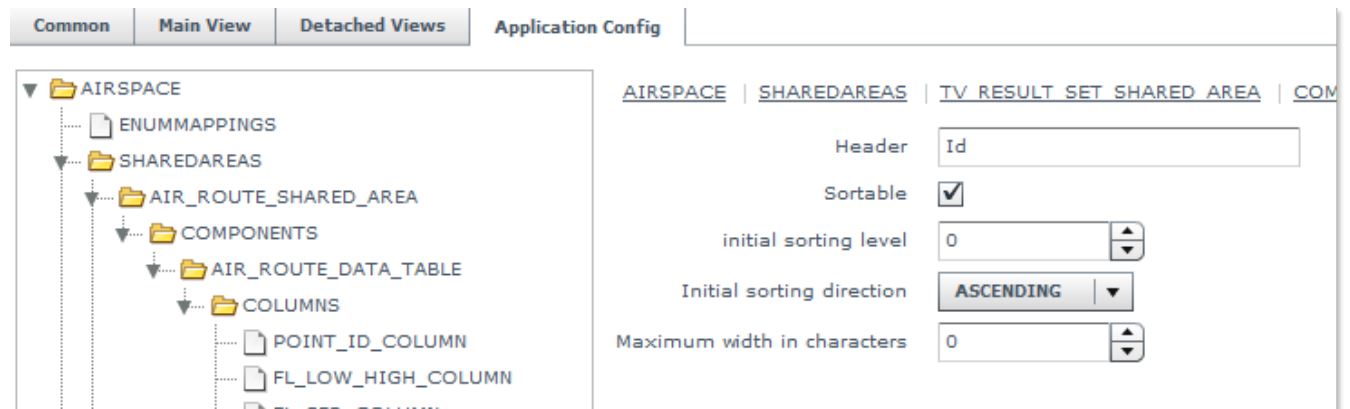
4.3.1.2.2 Application Config

Next comes the way the **Application Config** tab is presented:

1. A first column on the left side lists the configurable parameters in a tree-like fashion, containing a number of nested collapsible folders where the parameters are grouped.
2. The right panel displays the content corresponding to the node selected in the tree. It can be tables (as in the above example), simple **Value** fields (as depicted below) ...



... or more complex combinations:



Structure and Navigation

The **Application Config** screen presents a significant amount of information, and features several coexistent navigation methods to access the configuration parameters.

In addition the navigation tree on the left side, you get a breadcrumb trail appearing horizontally across the top right part of the editor, providing links back to the level parent to the current one, and getting longer as you dig deeper in the nested folders of the navigation tree.



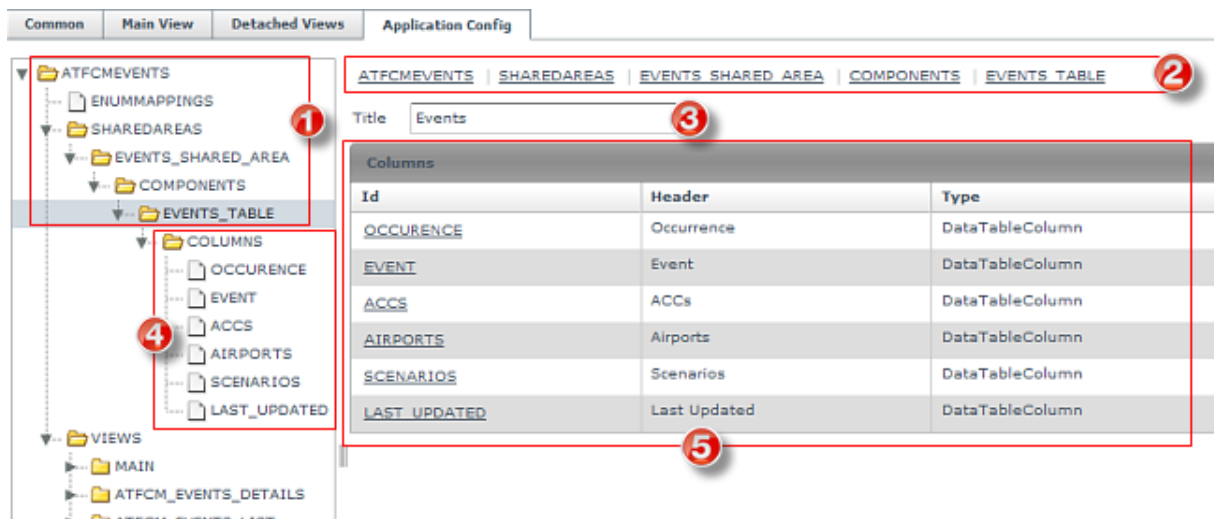
Note: the parameters present at root level are not editable by WIND. This is the case for:

- ENUMMAPPINGS
- SHAREDAREAS
- ...

In the example below, having navigated down to the **EVENTS_TABLE** folder (1) has caused the corresponding breadcrumb trail to be displayed (2) - and incidentally lets you edit the title of the level (**Events** - 3).

The content below the current level is displayed both in the navigation tree (4) and in the corresponding table (5).

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Select the desired parameter (**AIRPORT** in this example) from either location (tree or table) to enable the editing component:



4.3.1.2.3 Practical example: AIM_PC

See in the next section a detailed example with the **AIM_PC** (Section 4.3.1.2.1) entity.

4.3.1.2.1 AIM_PC



FOREWORD

The **AIM_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

Application Config tab

This is where the Application settings specific to this entity are managed. Please check the **Application (Section 4.3.1.2)** section to get more information on how to use the configuration editor.

The AIM_PC will serve as generic example for all **Application** type PC entities.

The parameters will of course vary from one entity to another, but principle of the navigation tree, the logical grouping of the Configuration parameters, are commonly shared.

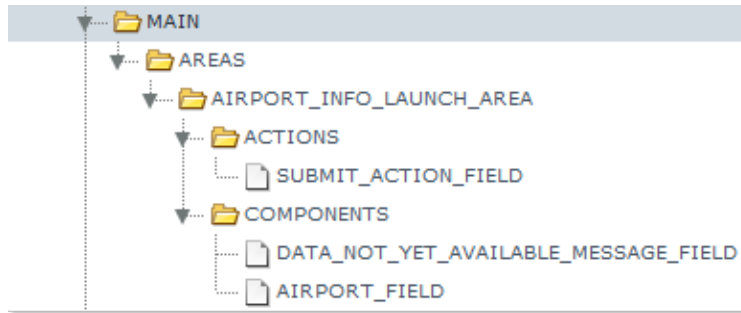
4.3.1.2.1.1 Configuration

ENUMMAPPINGS and SHAREDAREAS

Not used in this case

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MAIN



These are the parameters available in the **MAIN** folder, corresponding to elements present in the Main View:

- MAIN > AREAS > AIRPORT_INFO_LAUNCH_AREA > ACTIONS > **SUBMIT_ACTION_FIELD** (Label for the **more** link)

Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33

- MAIN > AREAS > AIM_TABLE_AREA > COMPONENTS > **DESCRIPTION** (Label for the **Description** column header)

Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33

- MAIN > AREAS > AIM_TABLE_AREA > COMPONENTS > **RELEASE** (Label for the **Released on** column header)

Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33

- MAIN > MISCELLANEOUS > **MAX_IN_MAIN_VIEW** (Maximum number of items listed in the Main View)

Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33

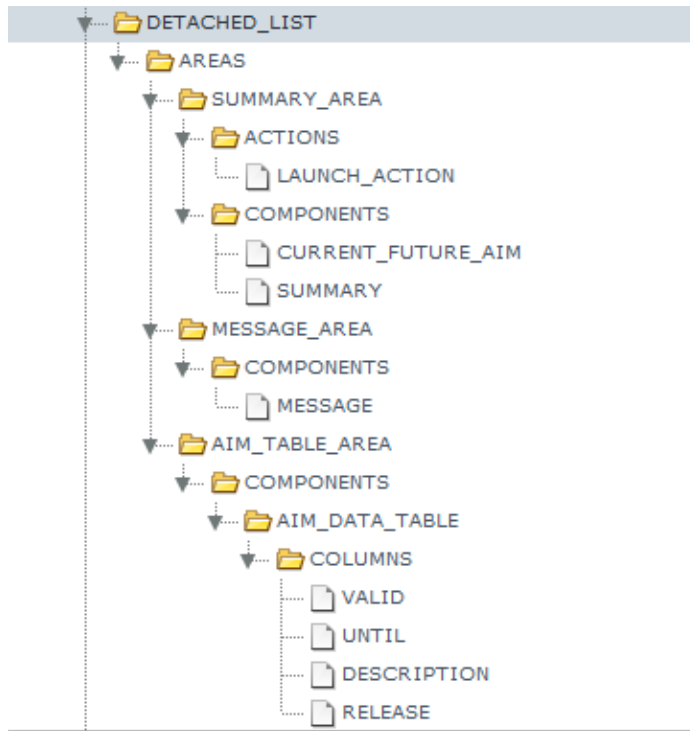
- MAIN > MISCELLANEOUS > **REFRESH_PERIOD** (Number of milliseconds before the Portlet content is refreshed)

[AIM](#) | [VIEWS](#) | [MAIN](#) | [MISCELLANEOUS](#) | [REFRESH PERIOD](#)

Value

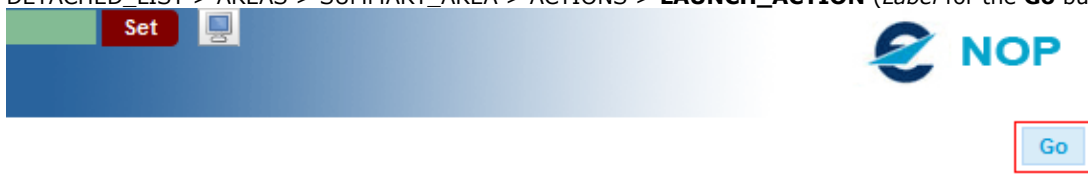
DETACHED_LIST

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These are the parameters available in the **DETACHED_LIST** folder, corresponding to elements present in the Detached List:

- DETACHED_LIST > AREAS > SUMMARY_AREA > ACTIONS > **LAUNCH_ACTION** (Label for the **Go** button)



- DETACHED_LIST > AREAS > SUMMARY_AREA > COMPONENTS > **CURRENT_FUTURE_AIM** (Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > SUMMARY_AREA > COMPONENTS > **SUMMARY** (Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > MESSAGE_AREA > COMPONENTS > **MESSAGE** (Label next to the items count in the green **Message** area - Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **VALID** (Label for the **1 Valid From** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **UNTIL** (Label for the **2 Until** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **DESCRIPTION** (Label for the **3 Description** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **RELEASE** (Label for the **4 Released on** column header)

Target Date 29/08/2013

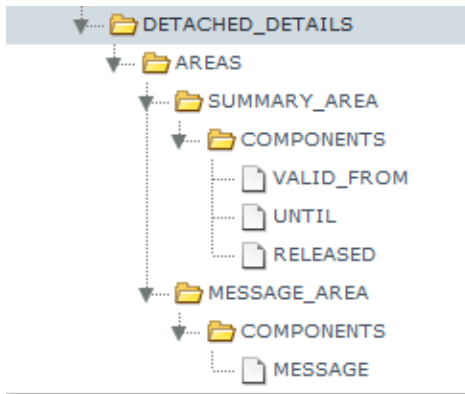
D+1 (Post-Operations)

30/08/2013 13:30:37 - 26 AIs

Valid from 1	Until 2	Description 3	Released on 4
29/08/2013	29/08/2013	TAXI TIME LEMD	29/08/2013 15:35
28/08/2013	30/08/2013	NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
29/08/2013	29/08/2013	TAXI TIME LEPA	29/08/2013 08:35
29/08/2013	29/08/2013	TAXI TIME LEPA	29/08/2013 08:33
29/08/2013	29/08/2013	TAXI TIME LROP	29/08/2013 08:27

DETACHED_DETAILS

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These are the parameters available in the **DETACHED_DETAILS** folder, corresponding to elements present in the Detached View:

- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **VALID_FROM** (Label for the **Valid from** date)
- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **UNTIL** (Label for the **Until** date)
- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **RELEASED** (Label for the **Released** date)

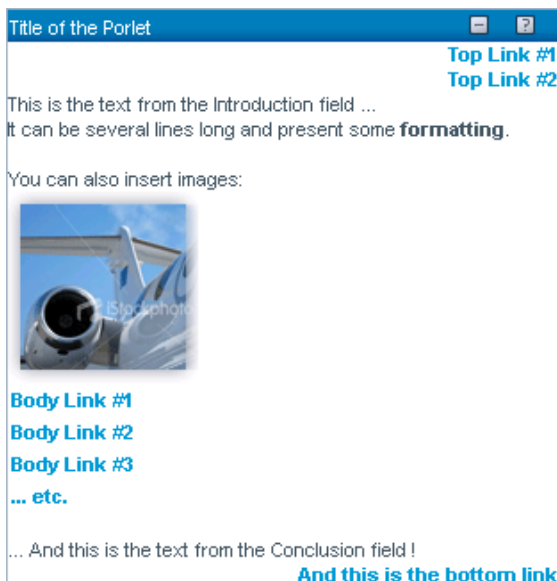
TAXI TIME LEMD		
		Valid From 29/08/2013 Until 29/08/2013 Released 29/08/2013 15:35
TAXI TIME LEMD Valid from : 2013-08-29 Valid until : 2013-08-29 Released : 2013-08-29 15:35:25 TACT/CASA INFORMATION MESSAGE		

- DETACHED_DETAILS > AREAS > MESSAGE_AREA > COMPONENTS > **MESSAGE** (Does not seem to be used/rendered on the NOP)

4.3.1.3 Linklist

The **Linklist** is a type of NOP entity used in the Portal to display ... lists of links !

These links are grouped inside logical containers and may come along with additional elements such as a picture, intro text, etc.).



PC entities of the type Linklist share features with PC entities of the type **Application**, within their common tabs **Common** and **Main View**.

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A **Detached Views** tab is also present, as it is part of the basic technical template. It is however not used in the case of the Linklists and will therefore remain empty.

The parameters specific to the Linklist entity are presented in the four **Top Links**, **Body Links**, **Intro / Concl** and **Bottom Link** tabs, grouped in turn in the **Details** tab.



4.3.1.3.1 Top Links

Top Links appear in the top right corner of a Portlet:



Creating Top Links

Follow these steps to create a **Top Link**:

1. Open the **Top Links** tab (in the Details Tab):

The editor can be empty (if no link has yet been created)



... or already contain a number of links (two in this example)



2. Click on the Add button - this makes a new Link entry appear against a light blue background and opens the Scope list:

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The screenshot shows the 'Top Links' tab selected. There are two main panels. The left panel has a 'Link' label and a text input field. Below it are 'Add' and 'Delete' buttons. The 'Add' button is highlighted with a red box. The right panel has a larger text input field and an 'Add' button below it.

3. Next click on the Add button from the Scope list to open the editor:

The screenshot shows the 'Body Links' tab selected. On the left, there is a 'Scope list' with an 'Add' button highlighted by a red box. The main editor area on the right has tabs for 'POS', 'TAC', 'PRE', 'STR', and 'R'. The 'TAC' tab is active. It contains a 'Display period' section with 'Start' and 'End' date pickers. Below this is a 'Label' input field, a 'Link' dropdown menu set to 'INTERNAL', and a 'File Name' input field.

This creates a new blank entry in the Scope list - still empty but with the light blue background already present - and opens the editor.

4. Select now the scope(s) for which you intend to create the link (**TAC**, **PRE** and **STR** in this example):

The screenshot shows the 'Body Links' tab with the 'TAC', 'PRE', and 'STR' tabs highlighted by a red box. The 'Display period' section and the 'Label', 'Link', and 'File Name' fields are visible below it.

5. Then set the Display period:

The screenshot shows the 'Body Links' tab with the 'Display period' section highlighted by a red box. The 'Start' and 'End' date pickers are visible, with the 'Start' date set to 01/08/2013.

6. It is now time to enter the text for the Label (the text which will serve as link) and the document or webpage to be opened when the link is activated:

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The screenshot shows a software interface with a top navigation bar containing tabs: POS, TAC, PRE, STR, and R. The 'TAC' tab is selected. Below the tabs, there are two main sections. The left section is titled 'Display period:' and contains 'Start' and 'End' date pickers. The 'Start' date is set to 01/08/2013, and the 'End' date is set to 12/31. The right section is titled 'Link:' and contains a text field with the value 'This is the Label', a dropdown menu set to 'INTERNAL', a checkbox for 'Redirect External Link' which is unchecked, a 'Time Out' field set to 0, a 'URI' field with the value 'http://aLinkToSomeWebsite.com', and a 'Keywords' field. The 'Link' section is highlighted with a red border.

Note: you can find detailed information on how to set the **Display Period** and **Link** in the **Editing Tools and Components (Section 4.1.5.4)** section.

7. Lastly, do not forget to click on the **Apply** button to allow you to create a new entry, on on the **Ok** button to close and exit.

This screenshot shows the same interface as the previous one, but with the 'Apply' button highlighted with a red border. The 'Link' section is still highlighted with a red border. The 'Display period' section shows the 'Start' date as 01/08/2013 and the 'End' date as 12/31. The 'Link' section shows the 'Label' as 'This is the Label', the 'Link' type as 'INTERNAL', the 'Redirect External Link' checkbox as unchecked, the 'Time Out' as 0, the 'URI' as 'http://aLinkToSomeWebsite.com', and the 'Keywords' field as empty.

Caution: The fields **Image** and **Description**, which are also available at the bottom of the Top Links tab, should NOT be used - doing so will result in errors during the **Validate and align** process, or when you **Publish** your view.

Note: you can repeat the process to create more than one **Top Link** entry.

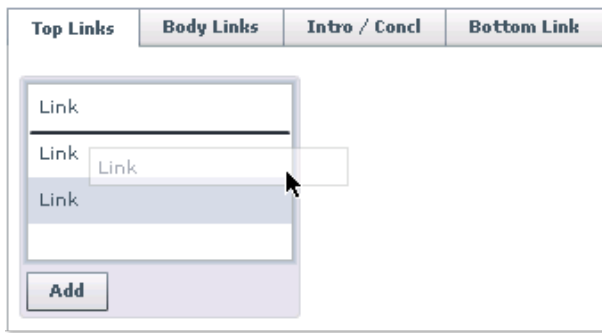
Deleting Top Links

Select the entry to be removed and click on the **Delete** button.

Sorting Top Links

dsd

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4.3.1.3.2 Body Links

To create a **Body Link**, you can start by simply follow the steps 1 to 7 as described above - the only difference being that you will have opened the Body Links tab first ...

This will create a simple link, as depicted here:



You may in addition use the following optional fields from the **Body Link** tab, to add more content under a Body Link:

From the **Main** panel:

- Image
- Description

From the **Bottom** panel:

- Display period
- Label
- Link
- Image
- Description

The example below shows how you can enrich a Body Link (in this case, the **Body Link 3** in the red frame):

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The Label for a Top Link

This is the text from the Introduction field ...
It can be several lines long and present some **formatting**.

You can also insert images:



Body Link #1



Here can come a descriptive text for bodylink #1 - It can be several lines long and contain some text formatting too, and include a number of pictures.

A short text for the Bottom Label

... And an optional description text for the Bottom Label (still under the Body Link #1).

Body Link #2

Body Link #3

... And this is the text from the Conclusion field !
... **And this is the 'General' Bottom Link**

4.3.1.3.3 Intro / Concl

The third tab allows you to create and manage an optional **Introduction** and/or **Conclusion** text. See the settings below... :

Top Links **Body Links** **Intro / Concl** **Bottom Link**

Introduction

POS **TAC** PRE STR R

TAC
PRE
STR

Add Delete

This is the text from the Introduction field ...

It can be several lines long and present some formatting.

You can also insert images:

↶ ↷ ↺ B I U ☰ ☑ 📅 🖨

Conclusion

POS **TAC** PRE STR R

TAC
PRE
STR
POS

Add Delete

... And this is the text from the Conclusion field !

↶ ↷ ↺ B I U ☰ ☑ 📅 🖨

... and see how it is rendered in the Portlet:

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4.3.1.3.4 Bottom Link

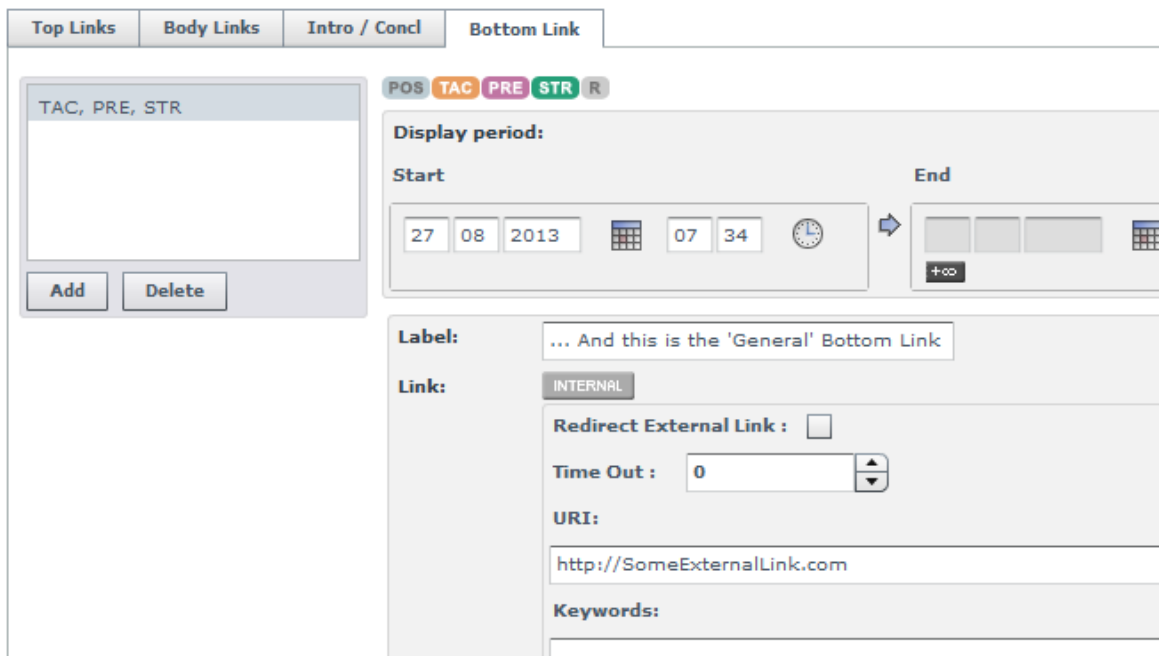
The last tab is labelled **Bottom Link**.



You may recognise this component, as it is also in use in the **Body Links** tab.

It will therefore behave in the very same way. The difference is that the resulting link appears at the bottom of the Portlet.

The entry depicted here:

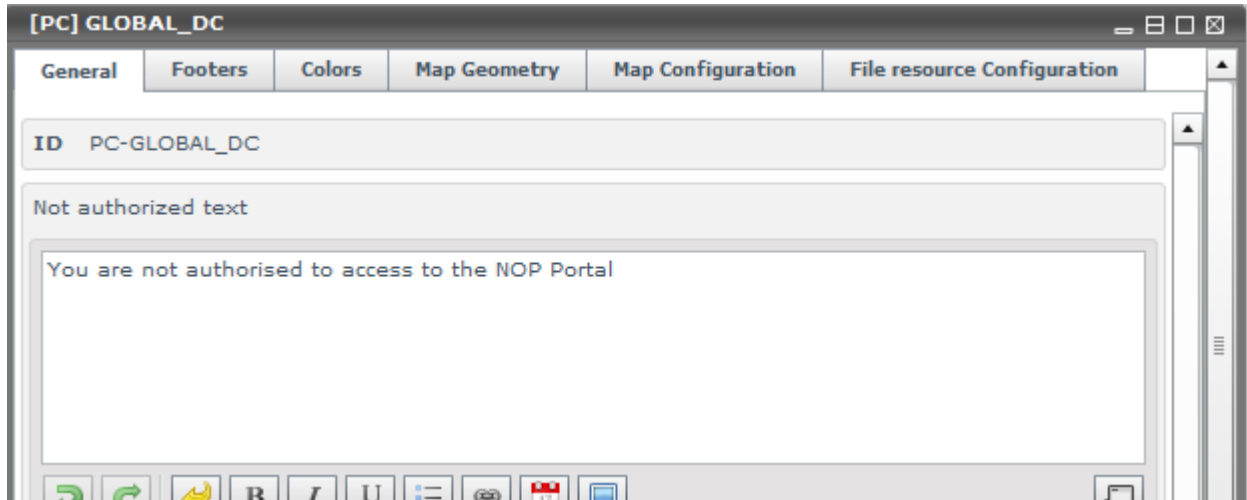


... generates this:



4.3.1.4 GLOBAL_DC

The **GLOBAL_DC** entity gathers all general parameters, not directly related to an individual Portlet.



As these parameters affect the whole of the Portal, they should be edited with utmost care, and by authorized user only.

It contains six tabs:

- **General**
- **Footers**
- **Colors**
- **Map Geometry**
- **Map Configuration**
- **File resource Configuration**

4.3.1.4.1 General

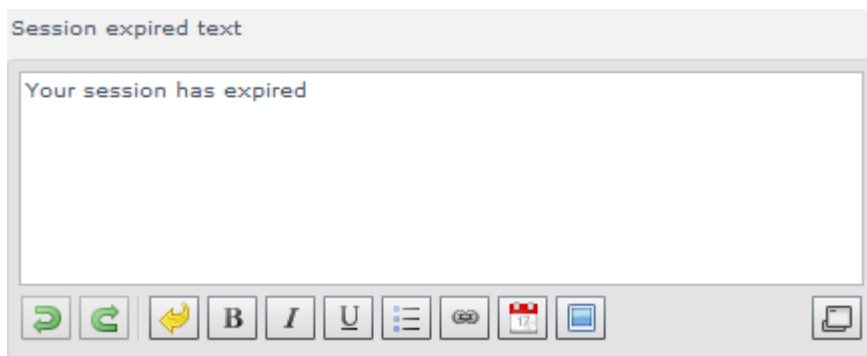
The first **General** tab from the GLOBAL_DC entity is about the most general parameters of the NOP.

4.3.1.4.1.1 Not authorized text, Service unavailable text and Not in scope text

These three parameters are identical to those described in **The Common Tab (Section 4.3.1.1.1)** section, and are used in the same way.

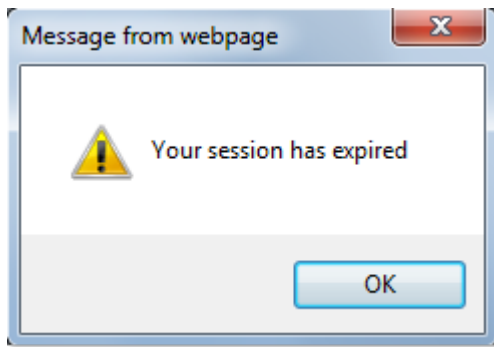
They serve to provide default values, in case they are not specified in lower levels of the configuration flow.

4.3.1.4.1.2 Session expired



A text area field to enter the text to be displayed in the pop-up when a user session has expired:

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4.3.1.4.1.3 More label to item

More label to item

A text field to enter the text for the label associated to the **More** function.

4.3.1.4.1.4 Portal developments label and Portal Developments

Portal developments label

Portal developments

Portal is being developed very fast!



These two fields are currently not displayed in the NOP.

4.3.1.4.1.5 Query launch label

Query launch label

Field currently not displayed in the NOP.

4.3.1.4.1.6 Help link and External Help link

Help link

File Name

External Help link

URI:

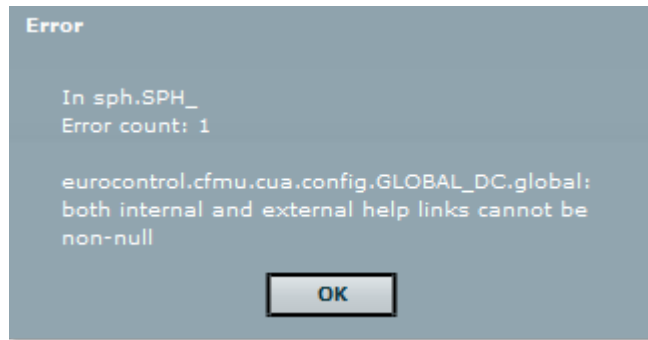
Keywords:

The **(External) Help link** serves to indicate what to display when a user clicks on the **HELP** button located in the NOP header.

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Use the **Help link** field to open a file from the **File resources (Section 4.1.5.5)** - or preferably the **External Help link** field to open the default page from the NOP Help: <https://www.nm.eurocontrol.int/HELP/webframe.html>.

Use only of the the methods in order not to get the following error message:



4.3.1.4.1.7 Flight level ground

Flight level ground

4.3.1.4.1.8 Flight level max

Flight level max

4.3.1.4.1.9 Flight level range separator

Flight level range separator

4.3.1.4.2 Footers

This is where the parameters for the **Main page** and the **Detached Views** footers are entered.

They serve to provide default values, in case they are not specified in lower levels of the configuration flow.

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Main page

STR, TAC, RES, PRE, POS

POS TAC PRE STR R

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Keywords

Detached views

STR, TAC, RES, PRE, POS

POS TAC PRE STR R

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Keywords

Please check **The Common Tab (Section 4.3.1.1.1)** section for detailed instructions about footers creation and edition.

4.3.1.4.3 Colors

4.3.1.4.3.1 Deprecated

This tab is not to be used anymore - any values entered here will be overridden with the content from the **Colors** component in the **Map Configuration (Section 4.3.1.4.5)** tab.

4.3.1.4.4 Map Geometry

The **Map Geometry** tab contains a number of default settings associated with the NOP Interactive Map (**IM**).

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4.3.1.4.4.1 Map Lower-Left and Upper-Right Corner

Map Lower-Left Corner

Longitude

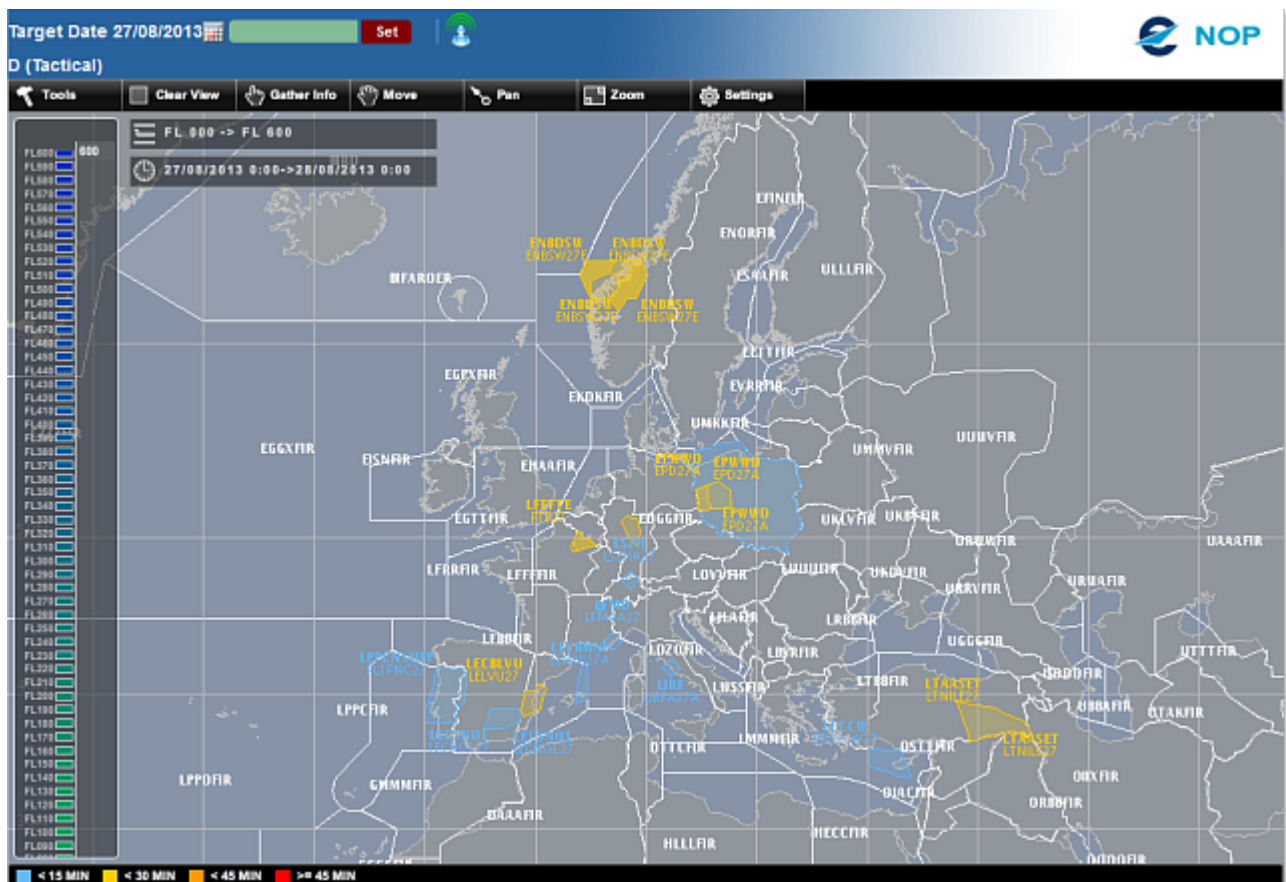
Latitude

Map Upper-Right Corner

Longitude

Latitude

Type in (or use the up / down arrows) the desired values in the **Longitude** and **Latitude** fields to specify the portion of the MAP tp be displayed by default:



4.3.1.4.4.2 Map Dimensions - Main View

Map Dimensions - Main View

Width Height

4.3.1.4.4.3 Map Dimensions - Detached ...

Map Dimensions - Detached ...

Width Height

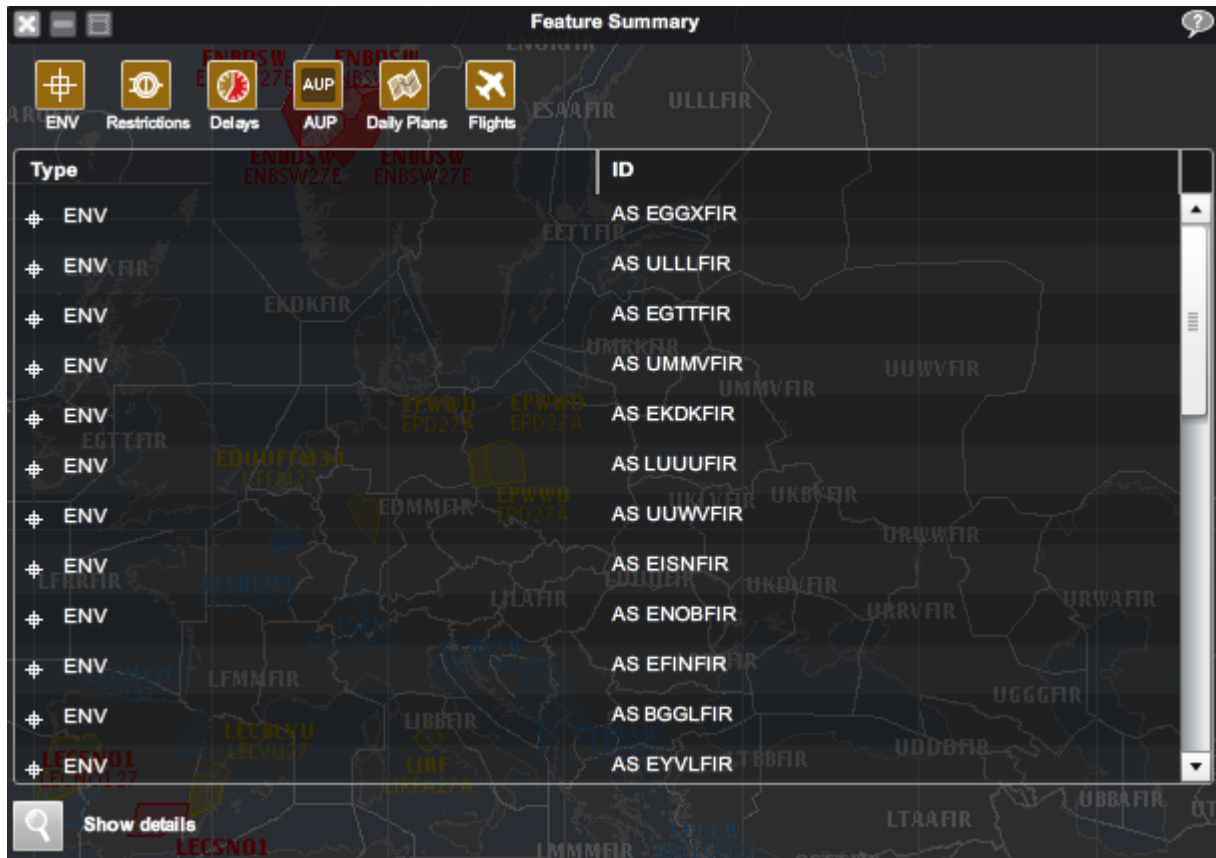
4.3.1.4.4.4 Interactive Map - Gather Info

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Interactive Map - Gather Info

Max Nr Results

The **Max Nr Results** parameter limits the number of results returned with the **Gather Info** function of the Map:



4.3.1.4.4.5 Interactive Map Disclaimer

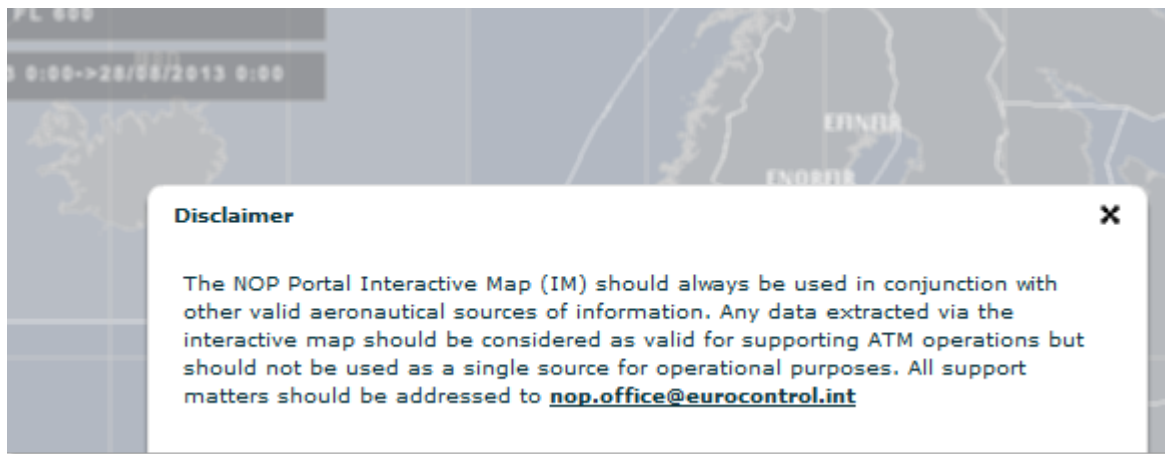
A text area used to manage the text appearing in a popup when the user first accesses the Interactive Map:

Interactive Map Disclaimer

The NOP Portal Interactive Map (IM) should always be used in conjunction with other valid aeronautical information. Any data extracted via the interactive map should be considered as valid for support but should not be used as a single source for operational purposes. All support matters should be referred to nop.office@eurocontrol.int

The picture belows shows how the text is rendered in the NOP:

WIND User Guide



4.3.1.4.5 Map Configuration

The **Map Geometry** tab contains additional settings associated with the NOP Interactive Map (**IM**). It consists of two distinct tabs, **Dimensions/Scale** and **Colors**.

4.3.1.4.5.1 Dimensions/Scale

Maximum Map Dimensions

A configuration panel titled "Maximum Map Dimensions". It contains three input fields: "Width" with a value of "2048", "Height" with a value of "2048", and "Format" with a value of "png". Each input field has a small up/down arrow icon next to it.

This set of parameters determines the maximum size (in pixels) for the Map and the file format of the Map image.
//NOTE - DOES NOT SEEM TO BE EFFECTIVE

Layer Visibility Threshold

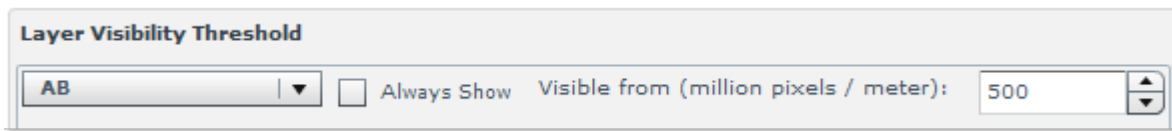
A configuration panel titled "Layer Visibility Threshold". It features a dropdown menu on the left with the following options: "All", "All", "World", "AB", "AS", and "AS_ES". To the right of the dropdown is a checkbox labeled "Always Show", which is currently checked.

This component lets you determine when a given layer is visible on the Interactive Map. Each of the parameters can be either set to be visible in any circumstance, by ticking the **Always Show** check box:

A configuration panel titled "Layer Visibility Threshold". It features a dropdown menu with the value "World" selected. To the right of the dropdown is a checkbox labeled "Always Show", which is currently checked.

... or set to be visible starting from a given scale, indicating a **Visible from** value expressed in million pixels / meter:

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The image shows a UI component titled "Layer Visibility Threshold". It contains a dropdown menu with "AB" selected, a checkbox labeled "Always Show" which is unchecked, and a text input field labeled "Visible from (million pixels / meter):" with the value "500".

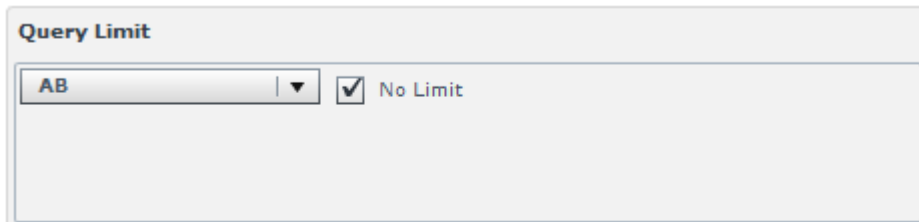
- Using 0 (zero) will be equivalent to 'Always Show'
- A low value will result in the associated layer being visible even under a small amount of magnification of the Map
- A high value means that the associated layer is visible only when the Map is strongly zoomed in

4.3.1.4.5.2 Query Limit

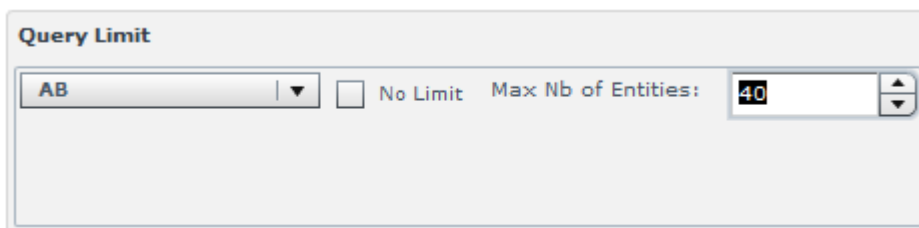
The **Query Limit** component limits the number of results returned for each of the query parameter:

- AB
- AS
- AD
- AZ
- PT
- TV
- RT
- ...
- ProposedRoute

The possible settings are **No limit** (checkbox) or **Max Nb of Entities** (numeral):



The image shows a UI component titled "Query Limit". It contains a dropdown menu with "AB" selected, a checked checkbox labeled "No Limit", and no other visible controls.



The image shows a UI component titled "Query Limit". It contains a dropdown menu with "AB" selected, an unchecked checkbox labeled "No Limit", and a text input field labeled "Max Nb of Entities:" with the value "40".

4.3.1.4.5.3 Colors

The **Color** tab is where the color and label settings for the Map elements are managed.

A vast number of parameters are available, grouped in 7 tabs:



The image shows a row of seven tabs: "General", "Reference Locations", "Flow Restrictions", "Delays", "Daily Plans", "Flights", and "AUPs". The "General" tab is currently selected and highlighted.

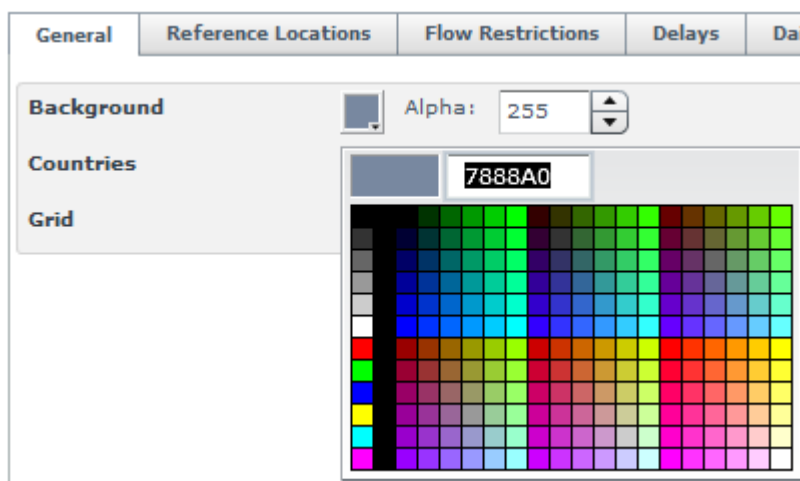
General

As the title says, the **General** tab contains the general Map features, namely:

- **Background**
- **Countries**
- **Grid**

The **Background** of the Map is defined with a Color / Alpha value pair:

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Select the desired color from the **Color picker** - or enter a coded hexadecimal value in the text field (**7888A0** in the case depicted above).

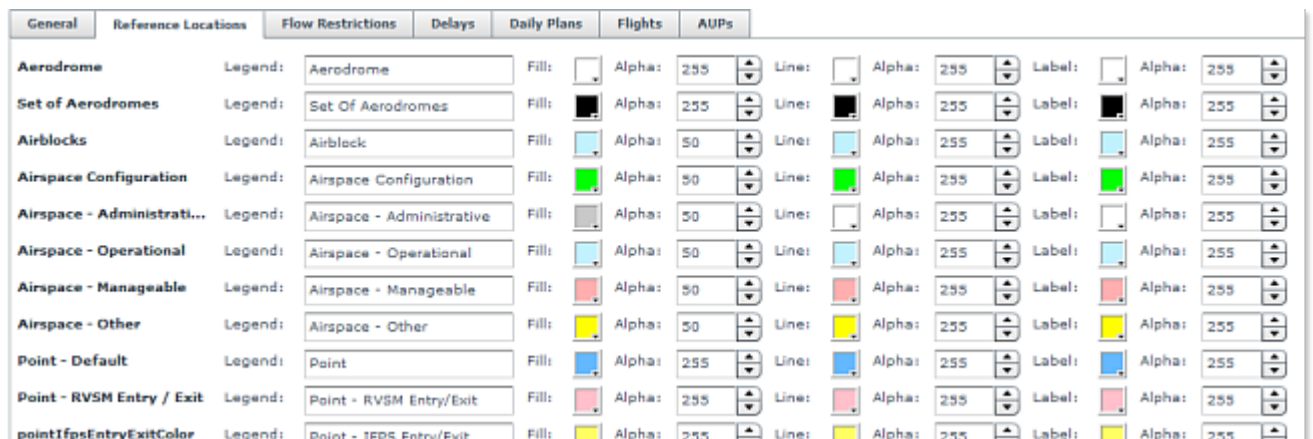
The **Alpha** value indicates the level of opacity of the color (255 being the maximum) - simply lower this value to get the desired amount of transparency.

The **Countries** and **Grid** parameters each contain the following elements:

- **Legend** (text)
- **Fill** (color and alpha)
- **Line** (color and alpha)
- **Label** (color and alpha)

Changing these values will affect how the world map is displayed in the background of the Map.

Reference Locations



The **Reference Location** tab groups all the Map parameters related to reference locations (Aerodrome, Airblocks, Airspace, ..).

They each present the following elements:

- **Legend** (text)
- **Fill** (color and alpha)
- **Line** (color and alpha)
- **Label** (color and alpha)

You can edit them in the fashion described in the **General** tab section above.

Flow Restrictions, Delays, Daily Plans, Flights and AUPs

The 5 remaining tabs do present the same structure as in the **Reference Locations** tab.

They contain items relevant to each topic:

- **Flow Restrictions:** Routing, DCT, Reference Location, Included, ...
- **Delays:** Normal, Low, Medium, High
- **Daily Plans:** Headline, Event, ACC, NAT, Weather, Other
- **Flights:** Actual, Estimated, Calculated, Confirmed, Proposed

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- **AUPs:** AMA/NAM Allocations, RCA Allocations, AMA/NAM Availability

4.3.1.4.6 File resource Configuration

The **File resource Configuration** tab lets you set the maximum dimensions for uploaded images of the type **Freesize** (check the **File Resources (Section 4.1.5.5)** section for more information about image uploads).

It features two parameters: **Max width** and **Max height** (both expressed in pixel).

The screenshot shows a configuration window with several tabs: General, Footers, Colors, Map Geometry, Map Configuration, and File resource Configuration. The 'File resource Configuration' tab is active. It contains a section titled 'Freesize image' with two input fields: 'Max width' set to 800 and 'Max height' set to 600. Each field has a small up/down arrow button next to it.

4.3.2 Special PC Entities

4.3.2.1 AIRPORT_INFO_PC



FOREWORD

The **AIRPORT_INFO_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

Application Config tab

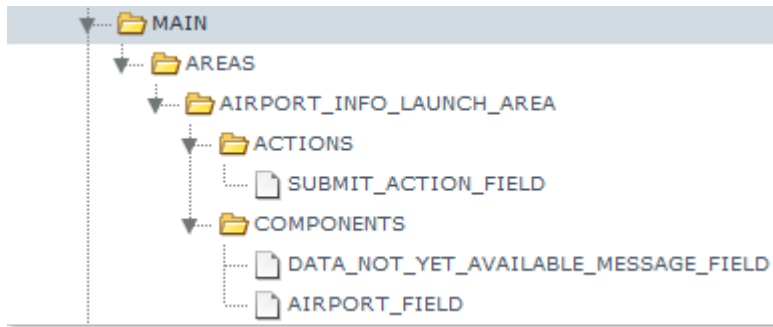
This is where the Application settings specific to this entity are managed. Please check the **Application (Section 4.3.1.2)** section to get more information on how to use the configuration editor.

4.3.2.1.1 Configuration

The screenshot shows the configuration window for 'AIRPORT_INFO_PC'. It has four tabs: Common, Main View, Detached Views, and Application Config. The 'Application Config' tab is active. On the left, there is a tree view showing the structure: AIRPORT_INFO (expanded) contains ENUMMAPPINGS, SHAREDAREAS, and VIEWS (selected). On the right, there is a panel titled 'AIRPORT_INFO | VIEWS' with a 'Views' section. It lists 'Id' with a value of 'MAIN' and a link to 'AIRPORT_INFO DETAILS'.

MAIN

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These are the parameters available in the **MAIN** folder, corresponding to elements present in the Main View:

MAIN > AREAS > AIRPORT_INFO_LAUNCH_AREA > ACTIONS > **SUBMIT_ACTION_FIELD** (Label for the **Go** button)

// CORRESPONDING PORTLET CURRENTLY OFF ... TO BE CONTINUED

AIM	
Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more >	

4.3.2.2 AIRSPACE_INFO_PC



FOREWORD

The **AIM_PC** is a **Linklist** configuration entity. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

Details tab

This is where the settings specific to this entity are managed. Please check the **Linklist (Section 4.3.1.3)** section to get more information on how to use the configuration editor.

// CORRESPONDING PORTLET CURRENTLY OFF ... TO BE CONTINUED

4.3.2.3 AIRSPACE_PC



FOREWORD

The **AIRSPACE_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

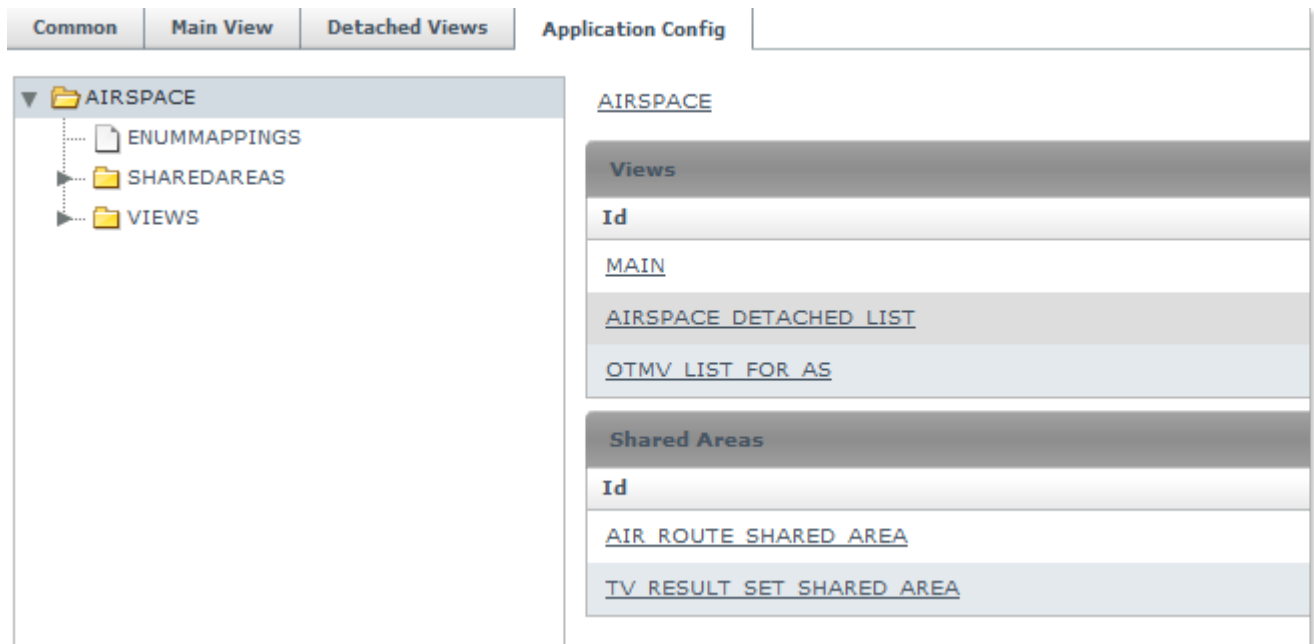
The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

Application Config tab

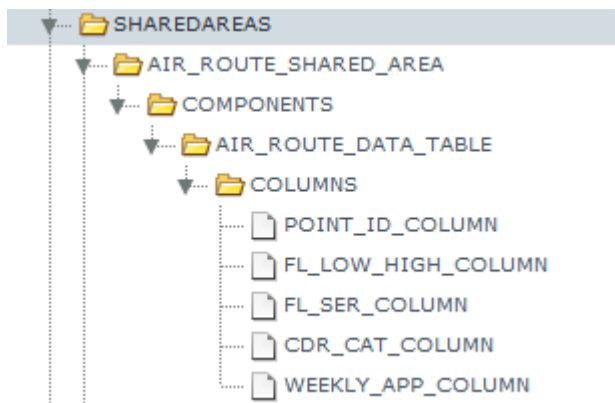
This is where the Application settings specific to this entity are managed. Please check the **Application (Section 4.3.1.2)** section to get more information on how to use the configuration editor.

4.3.2.3.1 Configuration

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SHAREDAREAS



These are the parameters available in the **SHAREDAREAS** folder:

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **POINT_ID_COLUMN** - multiple parameters:

Header	Point ID
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **FL_LOW_HIGH_COLUMN** - multiple parameters:

Header	FL Low/High
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

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- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **FL_SER_COLUMN** - multiple parameters:

Header	FL Series
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

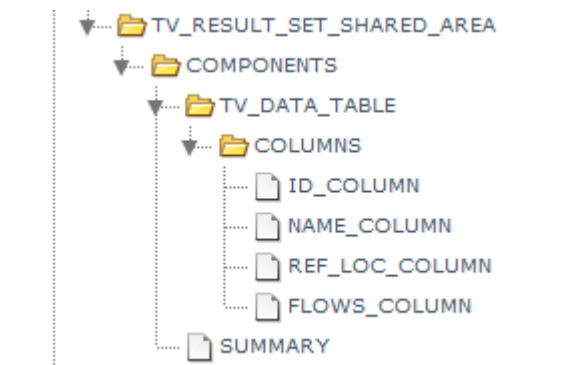
- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **CDR_CAT_COLUMN** - multiple parameters:

Header	Category
Initial sorting direction	ASCENDING
Maximum width in characters	0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **WEEKLY_APP_COLUMN** - multiple parameters:

Header	Weekly Applicability
Initial sorting direction	ASCENDING
Maximum width in characters	0

SHAREDAREAS - cont.



These are the parameters available in the **SHAREDAREAS** folder:

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **ID_COLUMN** - multiple parameters:

Header	Id
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **NAME_COLUMN** - multiple parameters:

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Header	Name
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS >TV_DATA_TABLE > COLUMNS > **REF_LOC_COLUMN** - multiple parameters:

Header	Reference Location
Sortable	☒
initial sorting level	0
Initial sorting direction	ASCENDING
Maximum width in characters	0

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS >TV_DATA_TABLE > COLUMNS > **FLows_COLUMN** - multiple parameters:

Header	Flows
Initial sorting direction	ASCENDING
Maximum width in characters	0

// ... TO BE CONTINUED

4.3.2.4 E_HELPDESK PC



FOREWORD

The **E_HELPDESK_PC** is an entity based on the **Application** type. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

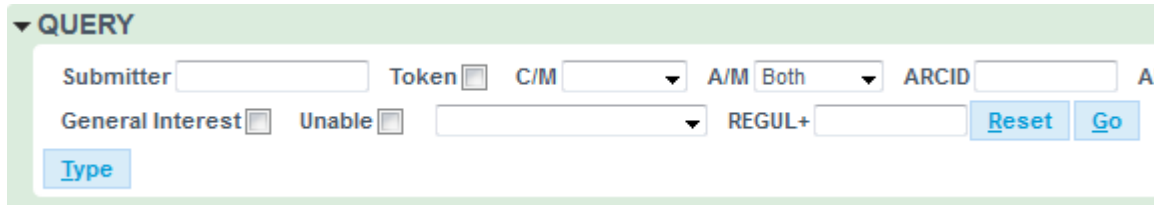
4.3.2.4.1 Request Types Categories

This is the content of the **Request Types Categories** tab:

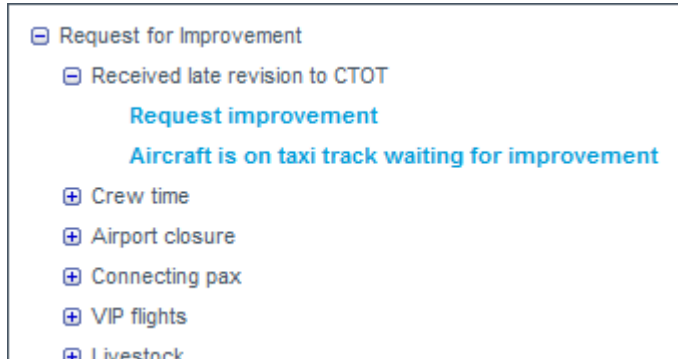
[PC] E_HELPDESK_PC				
Common	Main View	Detached Views	Application Config	Request Types Categories
▼ Request Types Categories				
▶ Request for Improvement				
▶ Request for Extension				
▶ Other				
▶ Information				
▶ test1				

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This is where you can manage the different E-Helpdesk Request categories, sub-categories and types to be proposed when a user clicks on the **Type** button show below when filling in a query:

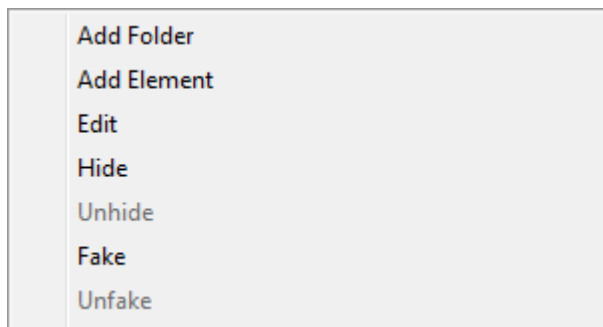


A dialogue pops up, inviting to use the navigation tree and select the appropriate request type:



4.3.2.4.2 Managing Types

A right-click with the pointer inserted at the desired node will open a dialog similar to this one (the disabled options may vary depending on the context):



Add Folder

Simply select the **Add Folder** command and type in the desired folder name.

 **Note:** you can not create a folder more than 3 level deep from root level.

Add Element

Navigate to the folder in which you want to create an **Element** - that is, the label of the text as it will be made selectable in the pop-up described above and appear in the **Type** column:

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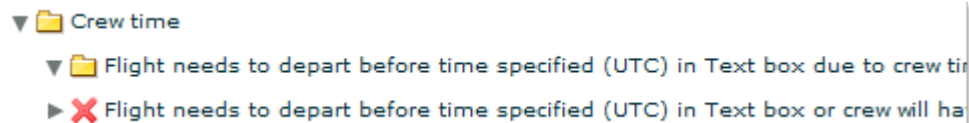
Refresh Setup										
	Type	Details	ARCID	ADEP	ADES	EOBT	REGUL+	M/A	State	C/M
✖	Request improvement	✈	BBG771	LGKO	LLBG	07:50		M	⇒ Submitted	C
✖	Request extension due to late pax	✈	TVQ6608	LZIB	GCLP	08:10	KCHIK16M	M	✓ Responded	C
✖	Request extension due to removal of bags	✈	GWJ7428	EDDH	LFMN	08:20		M	✓ Responded	C
✖	Flight needs to depart before time specified (UTC) in Text box due to crew time...	✈	TAP782F	LPPT	ESSA	08:10		M	✓ Responded	C
✖	Request extension due to removal of pax	✈	KLM46C	EDDM	EHAM	07:49	EHAMA16E	M	✓ Responded	C
✖	Request improvement	✈	SWR254R	LSZH	LLBG	07:45	LCSIX16M	M	✓ Responded	C
✖	Request extension due to late pax	✈	CYP376	LCLK	EDDF	07:30	LCW16E	M	✓ Responded	C
✖	Request extension due to late inbound aircraft	✈	CTN460	LDZA	LSZH	08:15	LSZHA16M	M	✓ Responded	C

Edit

Allows you to edit the selected node

Hide / Unhide

Use this command to respectively hide or show a given **Folder** or **Element**. A hidden item is indicated with a red cross:



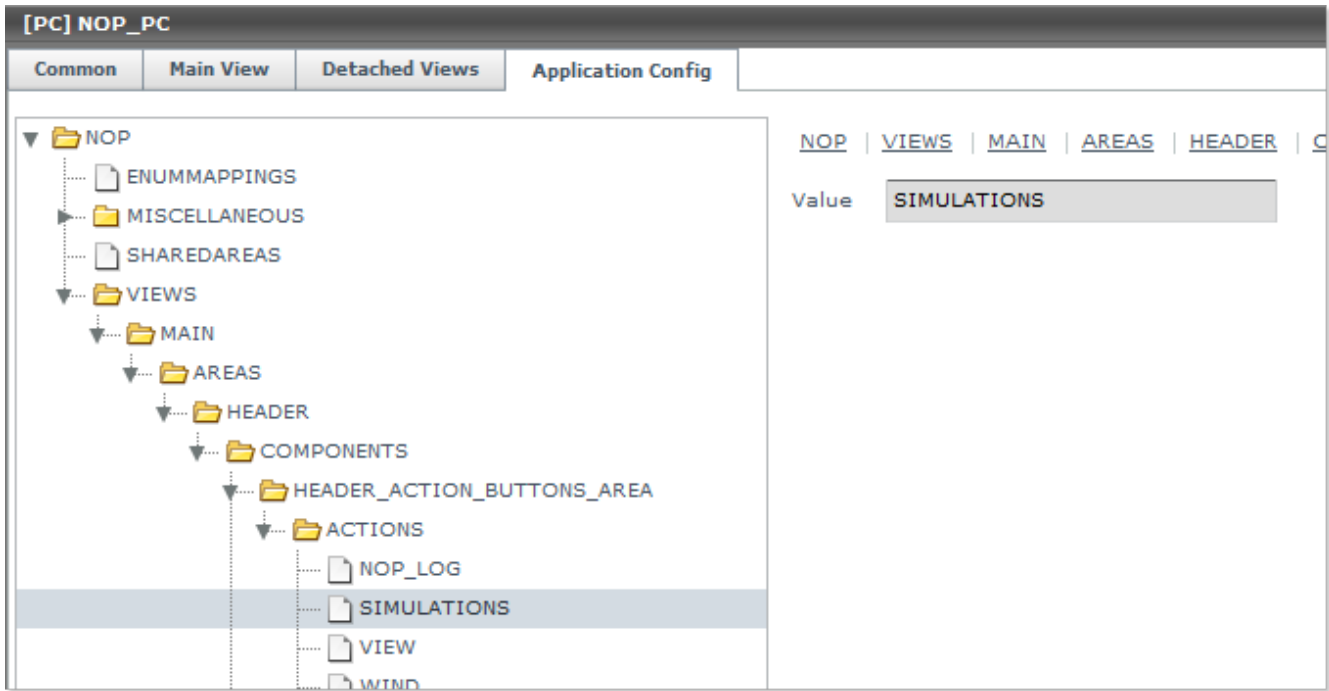
Fake / Unfake

On some of the options in the **E-Helpdesk** the answer to the questions can be 'No'. Use the **Fake** function to ensure that when an AO selects that option, an error message is returned.

This can serve to let the requester know that a particular query should not be used for E-Helpdesk purposes.

4.3.2.5 NOP_PC

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4.3.2.6 SAFA_PC

**FOREWORD**

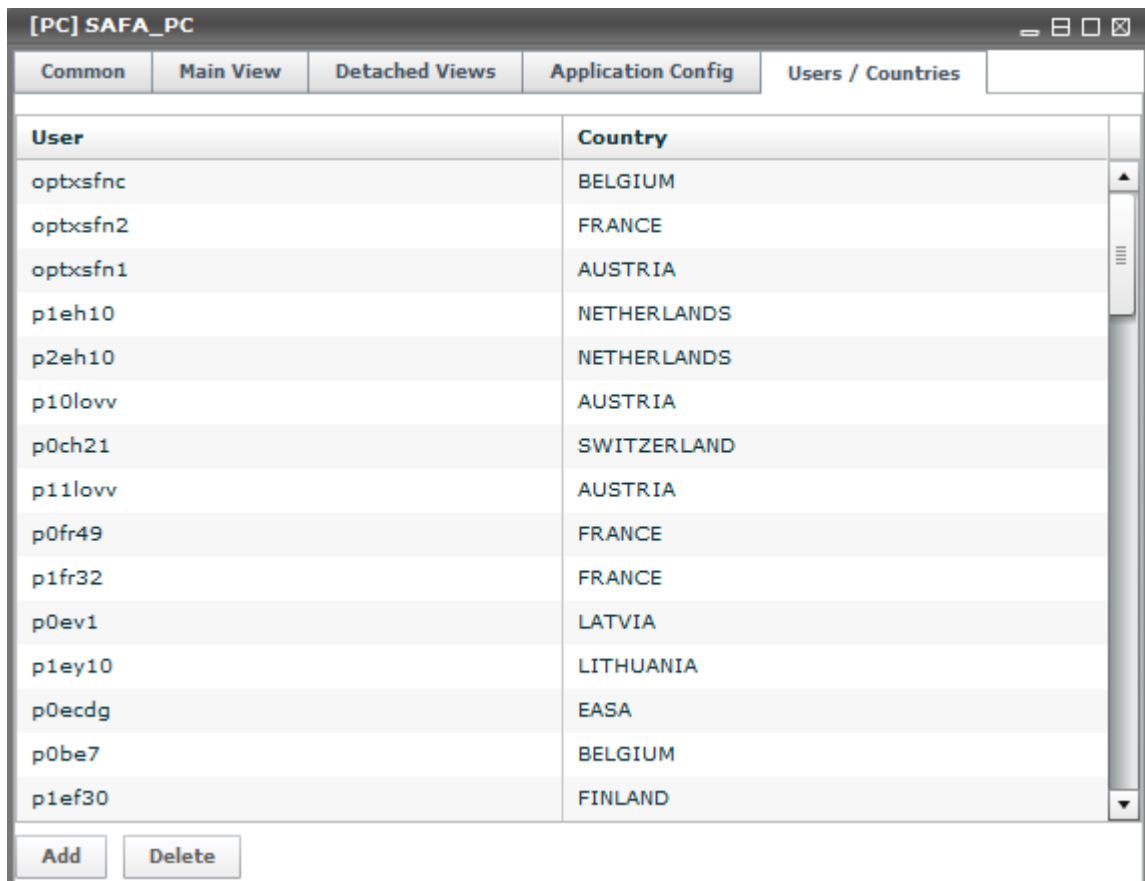
The **SAFA_PC** is an entity based on the **Application** type. Please refer to the **Types of PC (Section 4.3.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

4.3.2.6.1 Users / Countries

The **User/ Countries** tab features a table listing user and country pairs:

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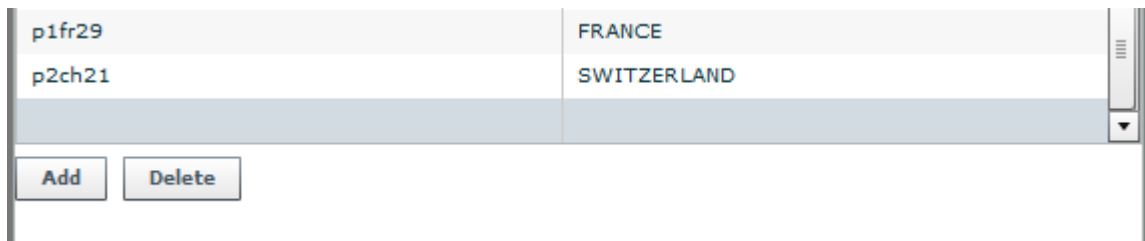


User	Country
optxsfn1	BELGIUM
optxsfn2	FRANCE
optxsfn1	AUSTRIA
p1eh10	NETHERLANDS
p2eh10	NETHERLANDS
p10lovv	AUSTRIA
p0ch21	SWITZERLAND
p11lovv	AUSTRIA
p0fr49	FRANCE
p1fr32	FRANCE
p0ev1	LATVIA
p1ey10	LITHUANIA
p0ecdg	EASA
p0be7	BELGIUM
p1ef30	FINLAND

Add **Delete**

4.3.2.6.2 Add entry

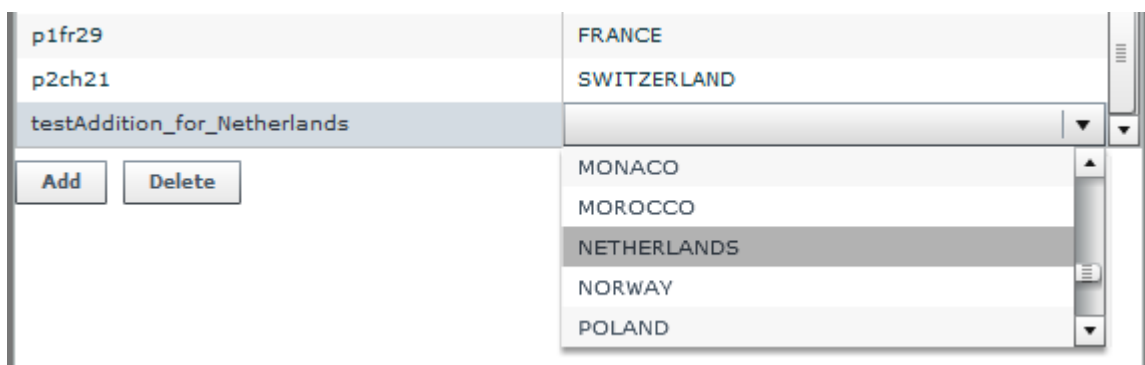
Click on the **Add** button to create a blank line at the end of the table:



p1fr29	FRANCE
p2ch21	SWITZERLAND

Add **Delete**

Next type in the user's token id, and select the relevant country from the **Country** pull-down menu:



p1fr29	FRANCE
p2ch21	SWITZERLAND
testAddition_for_Netherlands	

Add **Delete**

MONACO
MOROCCO
NETHERLANDS
NORWAY
POLAND

4.3.2.6.3 Delete entry

Select (highlight) the line in the table you want to remove from the list and click on the **Delete** button.

4.3.2.6.4 Edit entry

Select (highlight) the line in the table you want to modify and either change the **User** token, the corresponding country, or both.

4.3.2.7 TIME_MANAGER_PC



FOREWORD

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 4.3.1.1)** section.

The Time Manager PC is one of the 'special' entities - whose specific settings are grouped in the **Details** Tab.

4.3.2.7.1 Details Tab

This is where you can manage the various parameters for each of the NOP Header ATFCM Phases tabs:

- **Tab text:** the text as it appears in the tab

- **Tab colour:** the background (or fill) color of the tab itself - by means of a color picker - and its transparency - by means of the **Alpha** setting

- **Tab text colour:** the color of the tab text - by means of a color picker - and its transparency - by means of the **Alpha** setting

The last **Profile** panel is currently not in use:

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A form titled "Profile" with a label "URL" and an adjacent text input field.

4.4 How To...

This sections covers a collection of more in-depth instructions on how to best use WIND.

4.4.1 Crisis Management - Step by Step

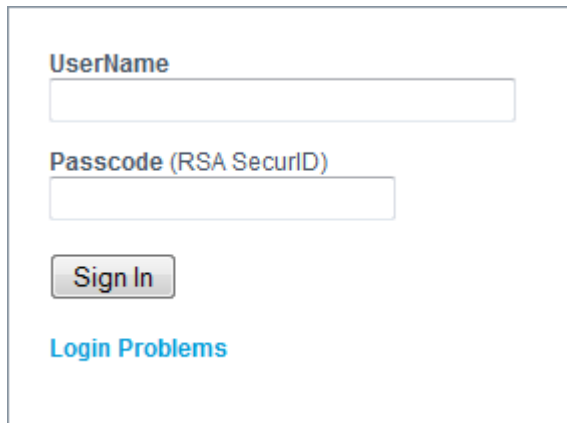
The following instructions will guide you in managing the content of the **Crisis Management** Portlet.

4.4.1.1 1. Open a PUBLISH instance of the Portal

Neither the **Public Portal** or the **Protected Portal** will allow you to get access to WIND. You will need to go the a specifically dedicated URL:

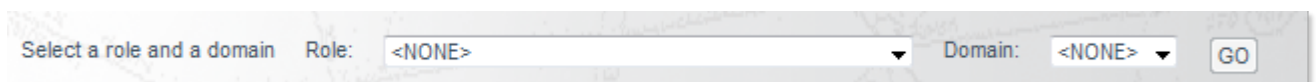
<https://www.nm.eurocontrol.int/PUBLISH/gateway/spec/index.html>

Enter your credentials (**UserName** and **Passcode**) on the Login Page:



A login form with two input fields: "UserName" and "Passcode (RSA SecurID)". Below the fields is a "Sign In" button and a link "Login Problems".

A new screen appears, prompting you to select the **Role** and **Domain** values to be used:



A form with the text "Select a role and a domain". It contains two dropdown menus: "Role:" with "<NONE>" selected, and "Domain:" with "<NONE>" selected. A "GO" button is to the right.

Select the appropriate values and click on the **Go** button. This will open the NOP:

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The screenshot shows the NOP Network Operations Portal interface. At the top, there's a header with the NOP logo, navigation buttons (EMULATIONS, VIEW, WIND, CUSTOMISATION, HELP), and a date/time display (01/12/2014 10:51 14 UTC). A 'TARGET DATE' section shows 01/12/2014 with a 'SET' button. A search bar and user login/logout options are also present.

The main content area is divided into several sections:

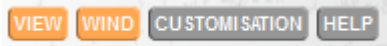
- Resources:** Includes 'Post-Operations', 'Tactical', 'Pre-Tactical', and 'Strategic' tabs.
- ATFCM Network Situation:** Displays a map of Europe with flight paths and a table of flight statistics.
- Network Headline News:** Lists recent updates and news items.
- Network Operations Weather Assessment:** Provides information on weather conditions and their impact on operations.

The ATFCM Network Situation table shows the following data:

Category	Value
Total	21,373
Landed	5,425 (25%)
Airborne	3,013 (14%)
Expected	11,337 (53%)
Delays (in minutes)	
Cumulated	5,210.8
AverageFlight	0.2
En-route	549 (100%)
Airport	4,389 (84%)

4.4.1.2 2. Launch WIND

Click on the **WIND** Button in the Header:



This action opens the **WIND** Editor:

The screenshot shows the WIND Editor interface. At the top, there's a header with the WIND logo, user information (User: sph | View: published), and navigation buttons (Trees, View, Workspace, Preferences).

The main content area is divided into two sections:

- Typed tree:** A list of data categories and sub-categories, including ACC, ACCPlan, AdhocReport, Airport, AirportPlan, ATFCMEvent, CalendarEvent, CalendarEventCateg, CFMUNews, Country, DailyPlan, DailyReport, FAQ, FAQTopic, and GeneralEvent.
- Business tree:** A list of business-related categories and sub-categories, including File resources tree.

The workspace area on the right is currently empty, ready for editing.

4.4.1.3 3. Prepare and upload the file imports (if relevant)

The obvious initial step will be to have the desired file(s) ready to import prior to engage in the upload process.



Allowed File Types

WIND only accepts the upload of the files in the following formats:

- Text (txt, doc, rtf)
- Html (htm, html)

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- Image (gif, jpeg, png)
- Powerpoint (ppt)
- Excel (xlc, xll, xlm, xls, xlw)
- Pdf

Note that any other format will cause WIND to generate an error message.

Due to potential browser configuration issues, the pdf format is currently recommended as preferred one...

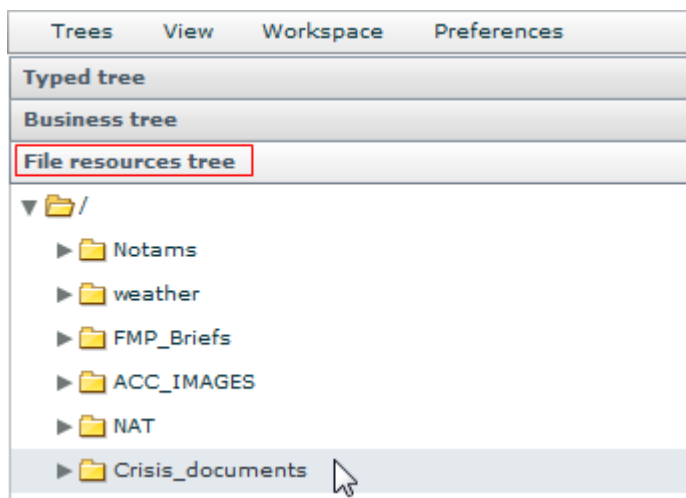


Important: please name your files so that they do not contain space(s) or special characters (hyphen and underscore are allowed, though).



Due to a problem caused by a known bug for firefox and other netscape-based browsers, please use **Internet Explorer** for your uploads. Versions 9 and 10 are currently supported.

Click on the **File resources tree** button (the third one featured in the left navigation column) and locate the desired folder - probably the **Crisis_documents** folder:

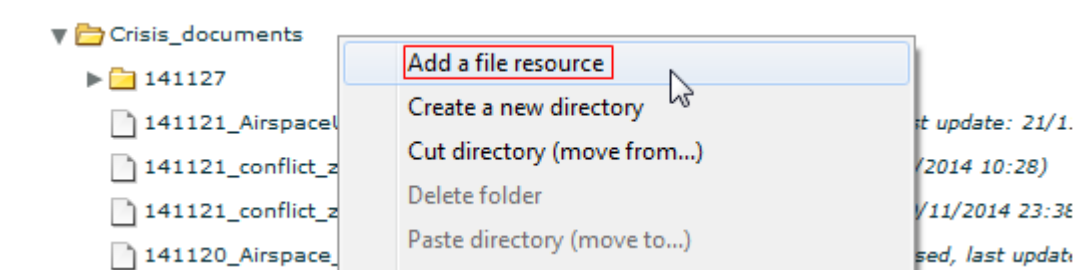


Note: you can use any existing location - or create your own one: right-click on the 'parent' folder and select the **Create a new directory** command to create a new folder in it.



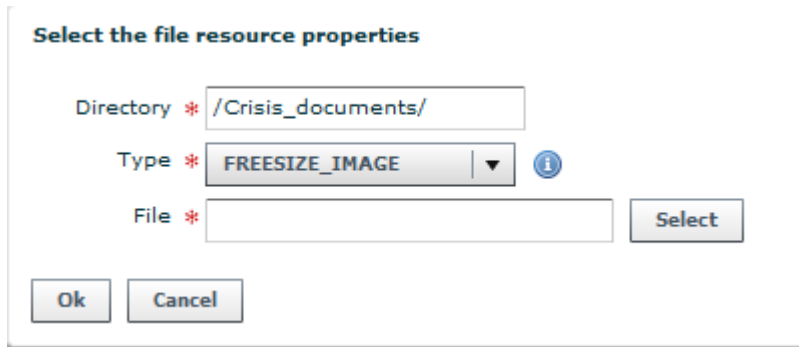
The name of your new directory must not contain whitespaces, backslashes or special characters - failure to observe this rule will return an error message. In addition, immediately add one or more files to this directory. Leaving it empty will result in it not being saved in your View.

With the target folder selected (highlighted), right-click and select the **Add a file resource** command:



This will open a new dialog prompting you to specify the file details:

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Select the file resource properties

Directory * /Crisis_documents/

Type * FREESIZE_IMAGE

File *

Ok Cancel Select

- The **Directory** field is set by default to the folder from which you invoked the command
- The **Type** field allows you to select from one of the following file types:

1. **PORTLET_IMAGE**

Usage: Illustration in all portlets - main view
Size: image size must be 75x75 pixels

2. **NEWS_THUMB_IMAGE**

Usage: Illustration in CFMU News (main view) and HEADLINE NEWS (detached view)
Size: Image will automatically be resized to 52x52 pixels

3. **SCENARIO_IMAGE**

Usage: Illustration in SCENARIOS (detached view)
Size: Image will, if too big, be resized to 720x540 pixels

4. **FREESIZE_IMAGE**

Usage: Illustration in all documents where images can be embedded
Size: Image size must be at least 90x90 pixels

5. **OTHER**

Usage: for all documents other than images (text documents, powepoint, pdf, etc.)

- The **File** field prompts you to browse the files present on your local file system (from your computer hard disk or any network drive to which you have access) - confirm your choice by clicking on the **Select** button



4.4.1.4 Allowed File Types

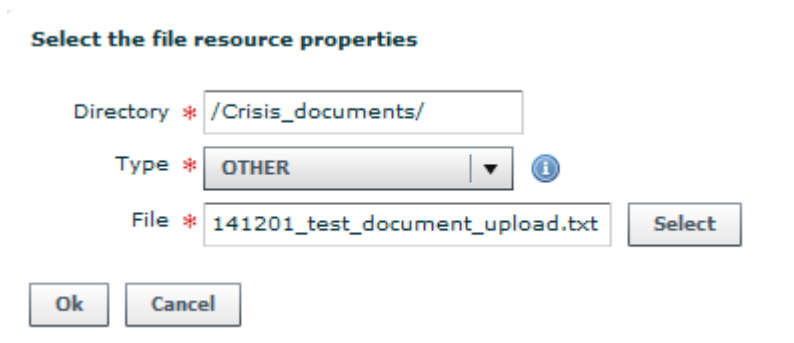
WIND only accepts the upload of the files in the following formats:

- Text (txt, doc, rtf)
- Html (htm, html)
- Image (gif, jpeg, png)
- Powerpoint (ppt)
- Excel (xlc, xll, xlm, xls, xlw)
- Pdf

Due to potential browser configuration issues, the pdf format is currently recommended as preferred one...

Note that any other format will cause WIND to generate an error message.

- Once you have confirmed the target folder, set the file type and selected the file to add to the WIND resources:



Select the file resource properties

Directory * /Crisis_documents/

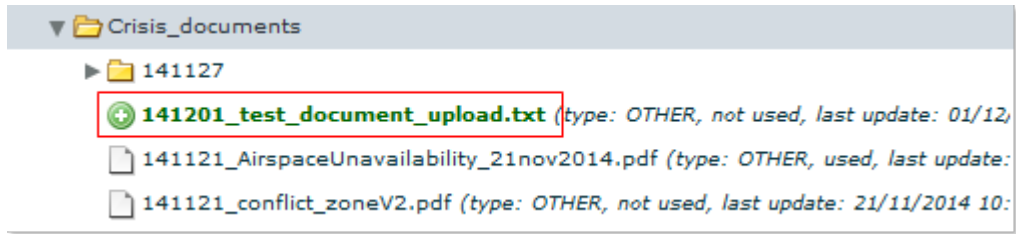
Type * OTHER

File * 141201_test_document_upload.txt

Ok Cancel Select

Then simply click on the **Ok** button to initiate the upload process. See the example below with a sample **141201_test_document_upload.txt** file:

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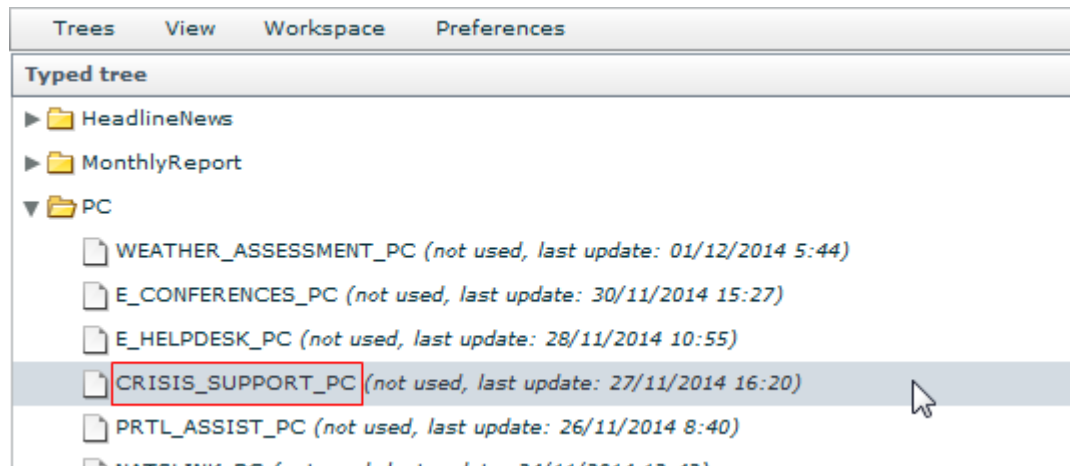


Repeat this routine until all the necessary files are successfully uploaded.

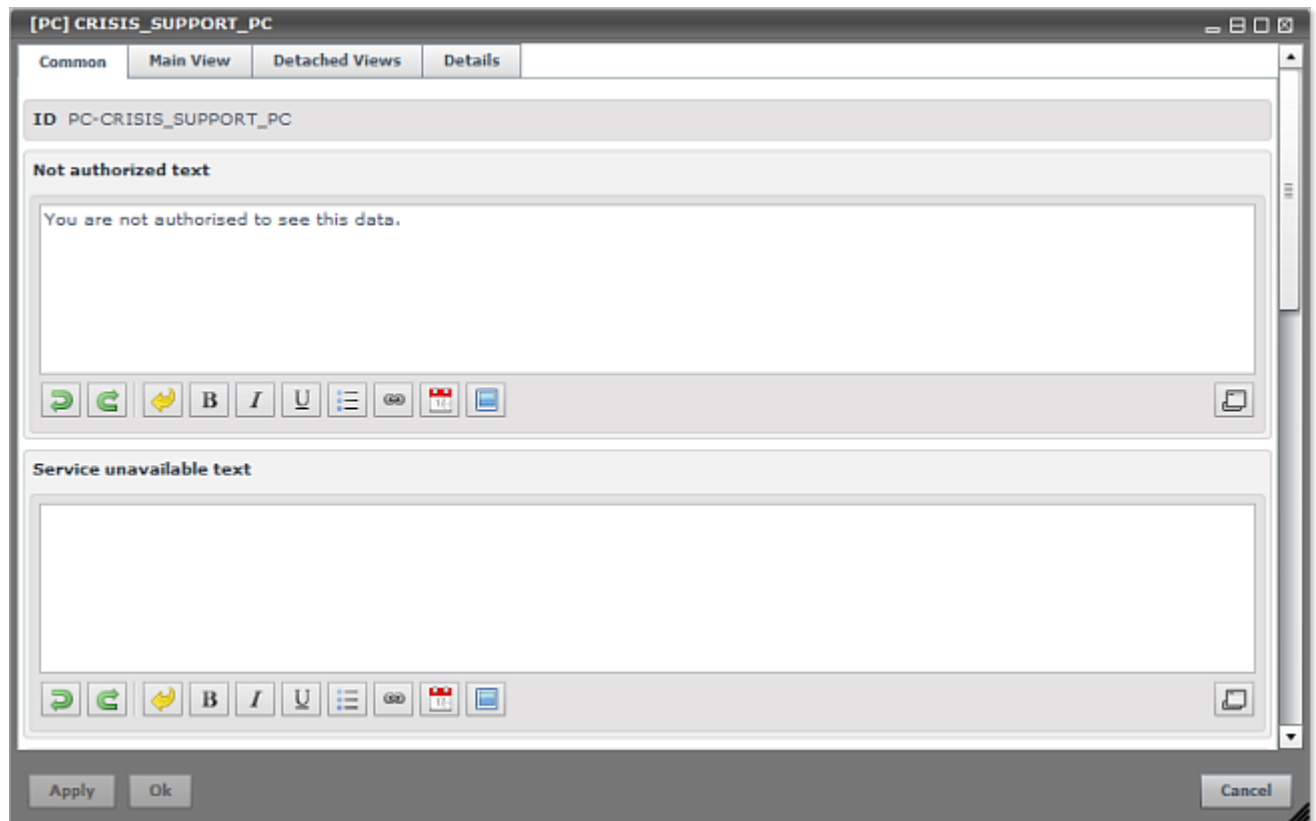
4.4.1.5 4. Edit the CRISIS_SUPPORT_PC entity

The content of the **Crisis Management** Portlet is in effect managed by means of the **CRISIS_SUPPORT_PC** entity.

Click on the **Typed tree** button (the first one featured in the left navigation column), locate and open the **PC** folder, and scroll until you locate the **CRISIS_SUPPORT_PC** icon:



This opens a windows looking like this:



Notice the 4 tabs, namely **Common**, **Main View**, **Detached Views** and **Details**.

The first three are not to be used on a daily basis and are typically reserved to administrators.

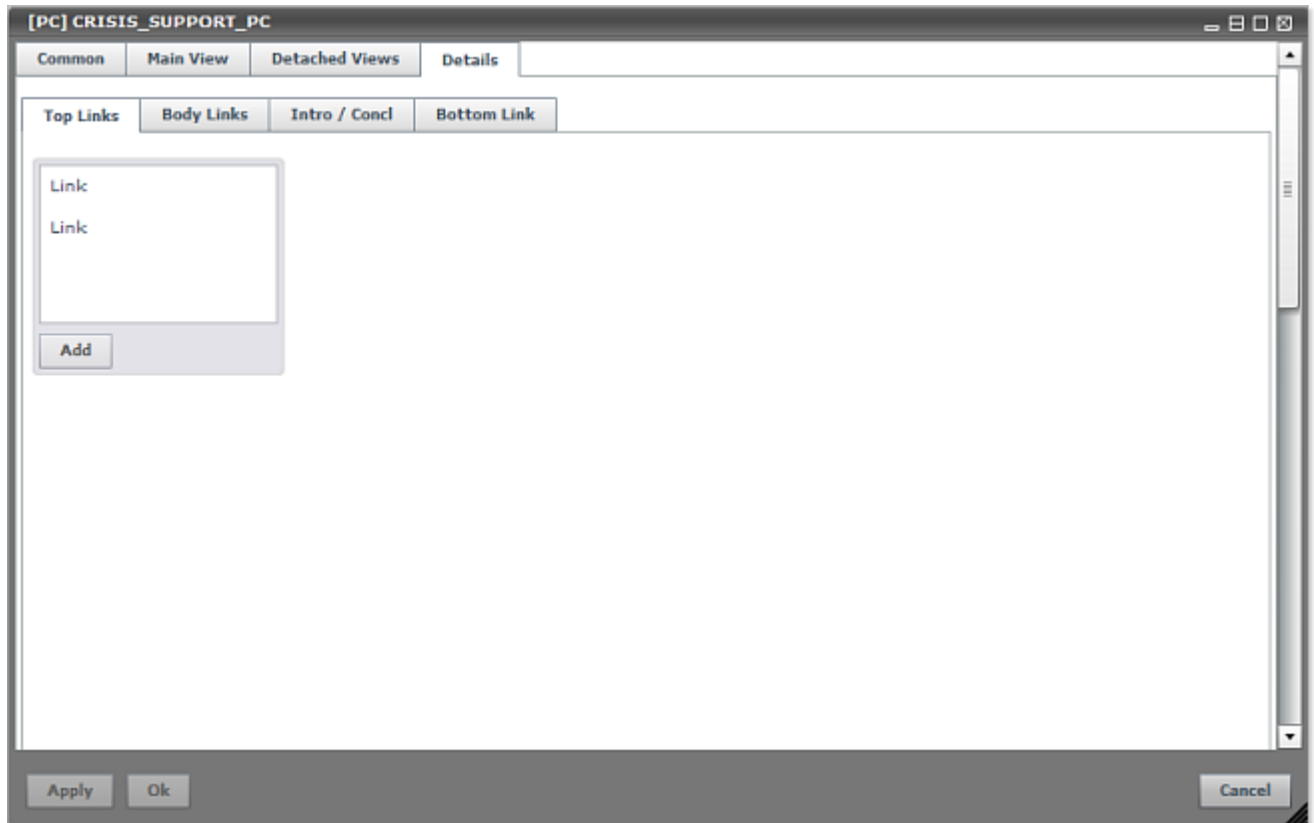
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We only address the last one, **Details**, in this section. Please refer to the relevant sections of the WIND User Manual for additional information.

A. Access the Details Tab

As you open the Details tab, another series of sub-tabs is revealed:

- **Top Links**
- **Body Links**
- **Intro / Concl**
- **Bottom Link**

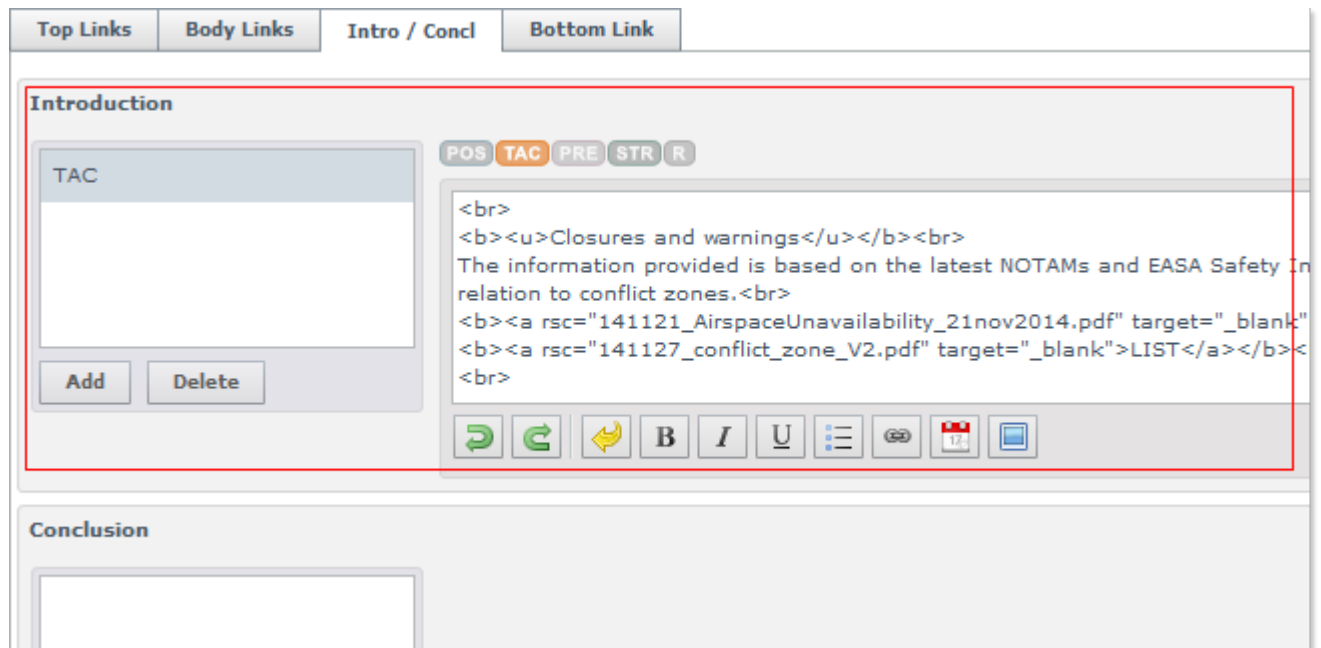


Note: The **Crisis Management** Portlet is indeed of the *Linklist* type. Please refer to the **WIND > The WIND Portlet Configuration (PC) > Types of PC > Linklist** section of the **WIND Help / User Manual** for additional information on the different types of Portlet Configuration (PC) elements.

B. Edit in the Intro / Concl tab

For the time being, the whole content of the **Crisis Management** Portlet, as it is displayed on the NOP, is managed in this single tab - more precisely in the first **Introduction** pane:

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As a result, you will only have to edit one text area to add, modify or suppress text or links - using a simplified text editor: the **WIND Text Editor**.

WIND Text Editor

This is the **Tagged Text Editor** toolbar:



The term '*Tagged Text*' refers to the editor inserting specific formatting code instructions within the text - these small pieces of code are named *Tags*.

Note that this component is not a **WYSIWYG** editor - it will only show some code, and does not render it as it would be when seen from the NOP.



Caution: the Tagged Text Editor must be used very carefully

Since the HTML code is visible - and therefore editable as well - your text might not render as expected if some tag has been damaged or removed by mistake.

As for most simple text editors, many of the commands are quite straightforward to understand. This is certainly the case for these:



Undo / Redo: undo (or redo) the last entered changes.



Carriage Return: Inserts a line break each time you click on it, forcing a carriage return.



Hitting the return key on your keyboard will not be enough to force a new line - even though it might seem so in the editor window. Again, this is not a WYSIWYG editor.



Bold / Italic / Underline

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).



Create a List

Clicking on the **Create a list** button opens a palette where you can enter the following parameters:

- First choose between a **Numbered list** or a **Bulleted list** by means of the drop-down list.

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- The next step is to select the desired number of items, with the **Length** up and down arrows.
- You will then need to individually edit each of the rows of the table to enter the text - simply click and type...



Insert Link

Clicking on the **Insert Link** button opens the palette below:

The dialog box titled "Select the link properties" has a close button (X) in the top right corner. It contains the following fields and controls:

- Type:** A dropdown menu currently set to "Link to a file resource".
- Open in a new window:** A checked checkbox.
- Text:** An empty text input field with a red border.
- File resource:** An empty text input field.
- Buttons:** "Insert" and "Cancel" buttons at the bottom left.

Note that it is set by default to **Link to a file resource**. The Type field allows you to opt for an **External link**:

The dialog box titled "Select the link properties" has a close button (X) in the top right corner. It contains the following fields and controls:

- Type:** A dropdown menu currently set to "External link".
- Open in a new window:** A checked checkbox.
- Text:** An empty text input field with a red border.
- External link URL:** A text input field containing "http://".
- Buttons:** "Insert" and "Cancel" buttons at the bottom left.

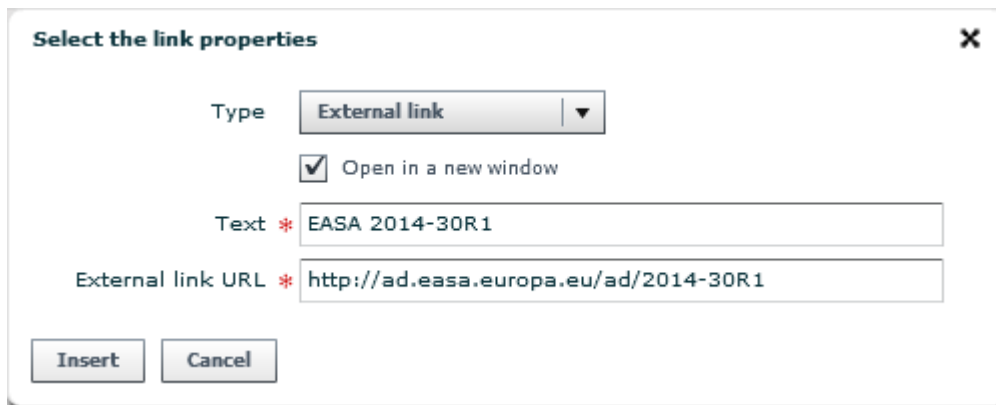
First choose between the **External link** or the **Link to a file resource** type of link.

Both types work in the same way:

- First select the desired **Type**.
- Check the **Open in a new window** box if you want the target page to be opened in a new browser window instead of in the current one.
- In case you did not yet select the text to which apply the change, the next step is to type in the text which will be the label for the hyperlink. If you did so (by first selecting a text string then clicking on the **Link** button), then the selected text will already appear in the **Text** field.
- Indicate the path to the target file, in the form of an URL in the case of an external link, or drag and drop an element already available in the **File Resources** folders. If necessary, follow the instructions provided in **Step 4** (upload files).

Example for an external link

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Select the link properties

Type: **External link**

☒ Open in a new window

Text: **EASA 2014-30R1**

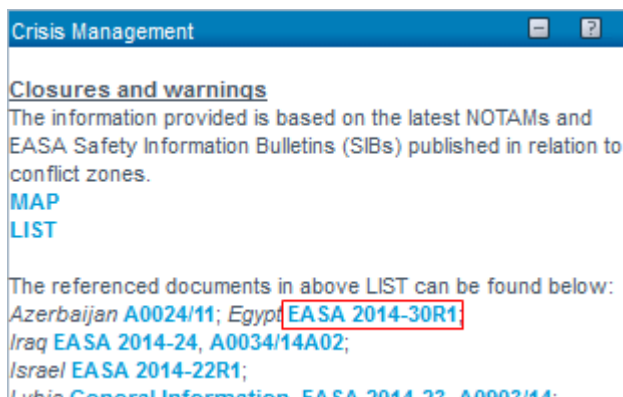
External link URL: **http://ad.easa.europa.eu/ad/2014-30R1**

Insert **Cancel**

This is, highlighted in a red border, the corresponding code:

```
<b><a rsc="141127_conflict_zone_V2.pdf" target="_blank">LIST</a></b><br>
<br>
The referenced documents in above LIST can be found below:<br>
<i>Azerbaijan</i> <a rsc="A0024.pdf" target="_blank">A0024/11</a>; <i>Egypt</i>
<a href="http://ad.easa.europa.eu/ad/2014-30R1" target="_blank">EASA 2014-30R1</a>;
<br><i>Iraq</i> <a href="http://ad.easa.europa.eu/ad/2014-24" target="_blank">EASA 2014-24</a>, <a
rsc="A0034.pdf" target="_blank">A0034/14A02</a>;<br>
```

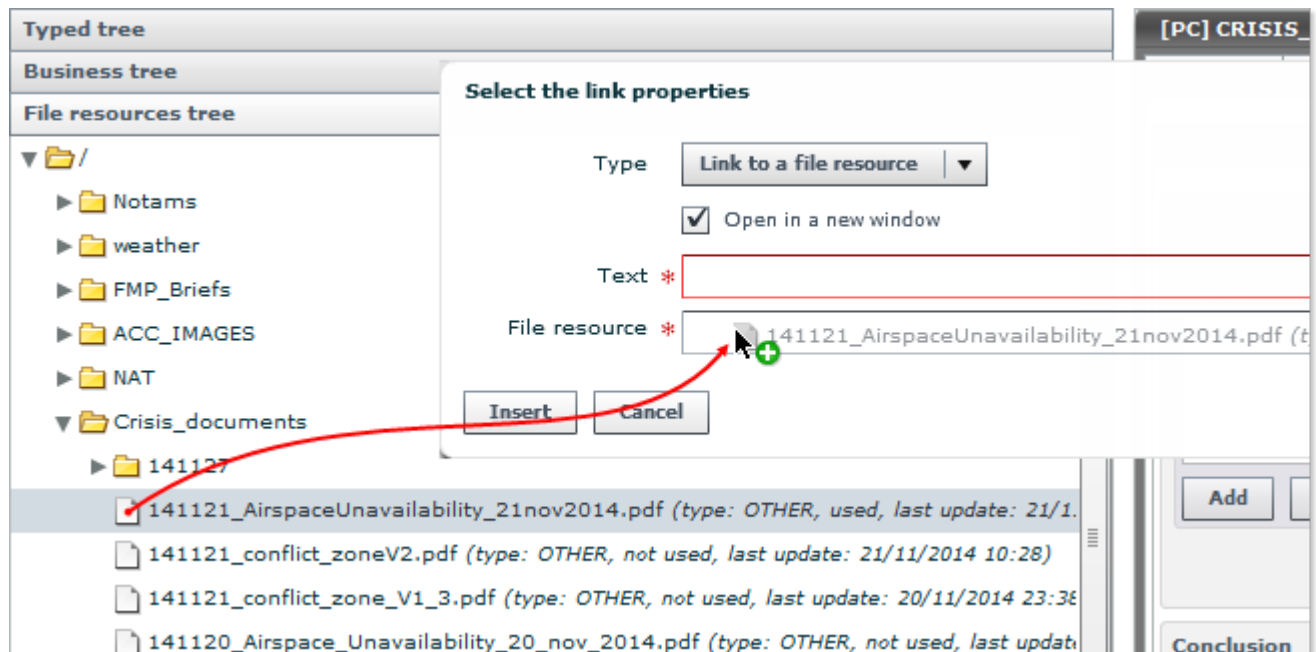
And this is how the code is rendered in the NOP:



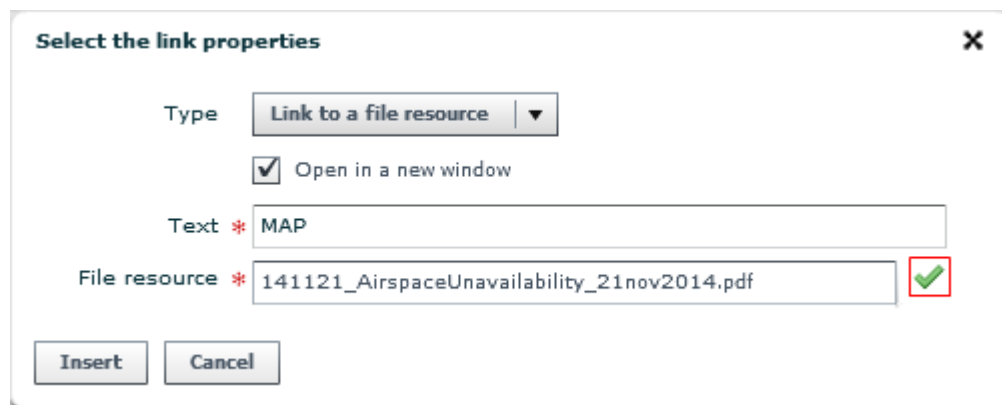
Example for an internal link

Drag and drop the file to the **File Resource** field:

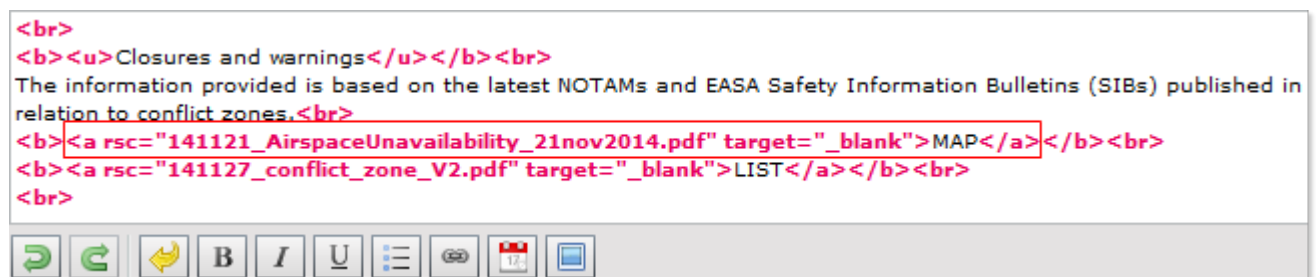
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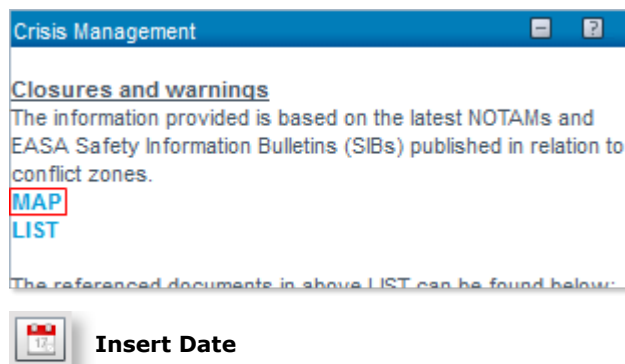
Check that it has been correctly linked (see that we also have filled the mandatory **Text** field with the word 'MAP'):



This is, highlighted in a red border, the corresponding code:



And this is how the code is rendered in the NOP:



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This feature is not used in the context of the **Crisis Management** Portlet.



Insert Image

Clicking on the **Insert Image** button opens the **Select the image properties** palette.

- To add an image to your text, simply drag it from the **File resources tree**.
- Next choose the type of alignment among the following:
 - Left
 - Right
 - Top
 - Bottom
 - Middle
- You may optionally specify the display pixel dimensions of the image (**Height** and **Width**) - use this feature when your image is too big to fit (WIND will not automatically resize oversized images).



Note: Please refer to the section of the **WIND > The Wind Editor > Editing a WIND Document > Editing Tools and Components > Formatting Text in WIND > Insert Images** section of the **WIND Help / User Manual** for additional information on inserting images.

4.4.1.6 5. Save your work

The **Apply** button at the bottom of the Edit window will save the changes made to the document being edited - the **OK** button does the same, and in addition closes the Edit window.



These changes are stored in a temporary location, and linked to the profile and view used to generate them. They can be retrieved at any time during the same or another session, changed again, deleted .. or of course published on the live server.

Should you forget to save your changes, you will be prompted to do so when you close the Edit window.



The warning about unsaved work does NOT appear when you close the main WIND window. **Remember to save your work**, as there is no way to recover lost data.

4.4.1.7 6. Check your data against the system

Go to the **View** menu and select the **Validate and align** command. This will run a technical check to validate the changes you made and result in a "0 errors found" messages if everything is OK - or some other message indicating the type of error encountered.

4.4.1.8 7. Verify your changes

Before publishing, you may also wish to make sure that the changes you are about to have copied to the live server are indeed what you intended to display, by means of a visual check.

Simply return to the header of the Portal and click on the **View** button - and select in a drop-down list from which of your views (there may be just one item listed there if you have created only one view) you wish to have the content displayed.

Please refer to the **WIND > The Wind Editor > The View Concept** section of the **WIND Help / User Manual** for additional information on managing Views.



This step is **very important** and allows you to verify exactly how your changes or additions will look like without the need to publish on the live site - and therefore allowing you to modify or finetune your changes as long as necessary until ready to publish.

4.4.1.9 8. Publish

As no errors were encountered during the **Validate and Align** check, you can now safely click on the **Publish** command located in the **View** menu to publish your data in the NOP. As a result, the view used for making the changes is terminated, and removed from the list of available views. Should you wish to make another set of changes, you will have to either open an existing view, or create a new one.



A view may be kept open for any given time - you may in fact create several views and use them at will, from one day or working session to another, until you estimate your document is ready to be published.

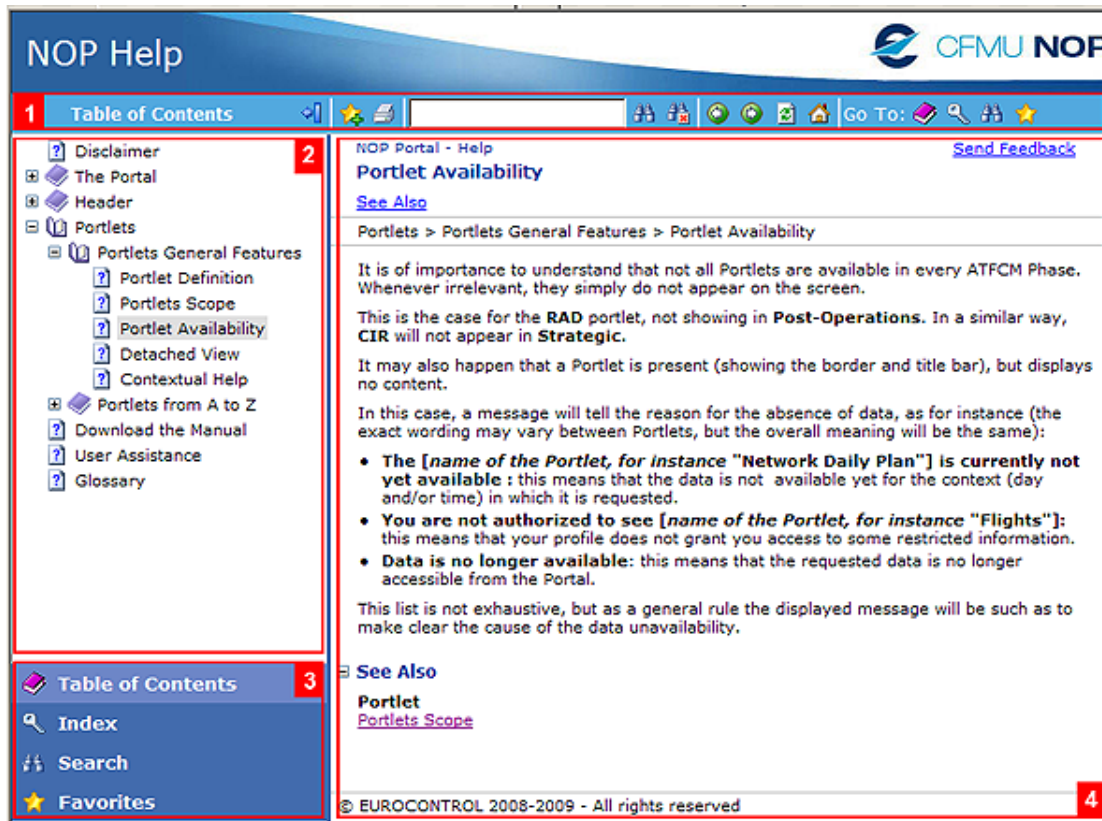
5 Help

5.1 Using the online NOP Help

The NOP Help is available either from the Header, or from each Portlet.

This sections show you how to make the best use of the numerous features available here.

The screenshot below shows how the NOP Help open by default.



5.1.1 Main Help screen areas

1. Toolbar

This is where all the tools are located - they are detailed below

2. Navigation Panel

This is where the selected Navigation method is displayed - in this example, the Table of Content

3. Navigation Selection

Here are 4 different ways to access the NOP Help content:

1. **Table of Content**
In a classical tree-structure presentation, a table lists all the topics available.
Whenever relevant, the usual "expand" and "collapse" icons open or close the selected section.
2. **Index**
List the indexed entries (including the secondary level) in ascending alphabetical order.
3. **Search**
Proposes a text field where to enter the words to search for.
You can combine the words to search using OR and AND to execute a complex query.
A **Highlight search terms** check box highlights the matching words in different colors (one per term entered in the Search field).
4. **Favorites**
Lists the pages you will have bookmarked with the **Add to Favorites** buttons in the Toolbar. Click on the **X** icon next to a listed topic to remove it from the Favorites.

4. Main panel

This is where the pages are displayed. Note the **See Also** group of links proposing shortcuts to related material.

5.1.2 The Toolbar

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[Table of Contents](#) |  | |  | Go To:    

 **Hide / Show Navigation**

Clicking on the **Hide Navigation** button closes the Navigation Column (Navigation Panel + Navigation Selection) to provide more room for the Mail Panel. Clicking on it again shows the Navigation Column and restores the initial display.

 **Add to Favorites**

Clicking on this button adds the currently viewed page to the list of favorites.

 **Print Topic**

Prints the currently viewed topic.

 **Quick Search**

Scans the currently opened page, locates the (single) word typed in the Quick Search field and highlights it.

 **Clear Search**

Hides the highlighted words revealed by the Quick Search command.

 **Previous / Next**

Go respectively to the previous or next page(s) of a series of visited pages - exactly like with your regular web browser.

 **Refresh**

Refreshes the visited page.

 **Home**

Shortcut to the Home page.

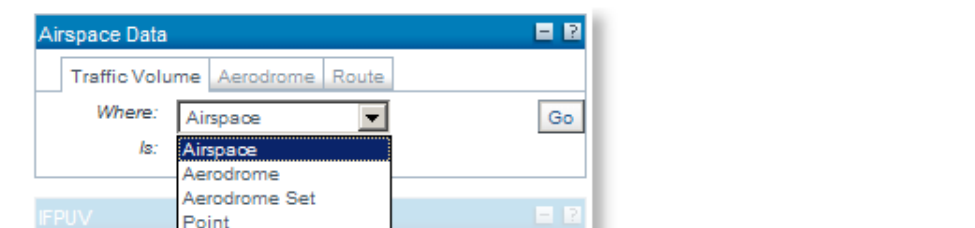
 **Shortcuts**

These 4 buttons provide shortcuts respectively to the Table of Content, Index, Search and Favorites Navigation.

5.1.3 Glossary

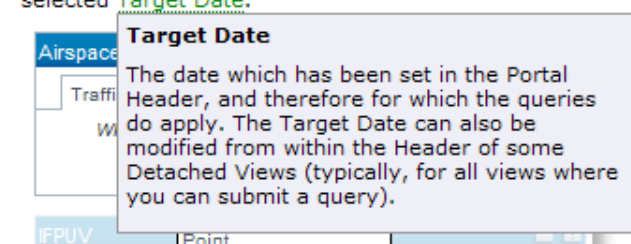
Some important terms are highlighted in green, as shown below.

The **Traffic Volume** retrieves the list of traffic volumes associated with an **FMP** (Traffic Volume Set) or a given location (Airspace, Aerodrome, Aerodrome Set or Point) for the selected **Target Date**.



Clicking on such a link, '**Target Date**' in this example, opens a pop-up with the definition as entered in the Glossary.

The **Traffic Volume** retrieves the list of traffic volumes associated with an **FMP** (Traffic Volume Set) or a given location (Airspace, Aerodrome, Aerodrome Set or Point) for the selected **Target Date**.



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Simply click on the pop-up to close it.

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